R. R. 591

revious references.
No 24-12
292-13-1
153-03

ater references.
R. 1-14
12, 17649, 54660
to 24/11

1914-15
(G. P.)

File No. 24-12

Serial Nos. 1-11

Preserve
(P-105)

10-29 (1-11)

GENERAL AND REVENUE SECRETARIAT.

1431-3858/1-2

Serial Nos. 1-

Part B for June 15

SUBJECT.

oposal for defining and regulating the work
of the Government press and Controlling the
expenditure on printing.

The Secretaries to Govt. the Comptr. the Heads of Dep'ts.
the Supdt Govt press the Deputy Comrs of Dists
G 13.906-58 9 11 C-15
Issues instructions regarding for regulating the
printing work in the press at Bangalore

GPB—10,000—23-3-15

J.R.S. 11] 1912-13

GENERAL AND REVENUE SECRETARIAT.

(G.P.)

NOTES.

G.P. File No. 24/12-13

FILE HEADING.

Reduction of printing work done in the Govt. Press

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-12

GP 24-12

misc no 256/6

N O T E.

D.O.letter from Mr.Yates, Superintendent, Government Press, dated 25th January 1913, on the subject of - reduction of work in the Printing Department.

2. I understand that, at present, printing work is sent to the Press, from all the Secretariats and Heads of Departments to an extent limited only by their discretion, and much unnecessary matter is printed.

3. The Superintendent is thus obliged to serve many masters and printing work and the expenditure of the Department both seem to be getting out of control. The question is, whether it is not desirable to lay down that all printing work, except Government Proceedings and certain prescribed forms, should be made to pass through a Secretariat Officer of Government, who would be in a position to judge whether or not in any particular case the matter sent is fit to be printed.

4. Action on paragraphs 16 to 18 of Mr.Yates' letter seems important.

5. I also notice that some of the matter

matter printed in the Mysore Gazette is superfluous. The Gazettes of the Madras and Bombay Governments may be examined in this connection and all possible curtailment effected.

6. I shall be obliged if the General Secretary will work up the case under the guidance of the First Councillor, and submit his final recommendations on the subject.

30.1.13 RG

7/ Copy with Compliments to the 1st Councillor

RG

This has been separately sent.
CR
1.2.13

8/ B V
Re-seen with pleasure and
up a note on the subject Evans

CB
1/2/13

G. R. S. 12]
General and Revenue Secretariat.

GP File No. 211 of 1912-13

Serial No.

1 1/14

9) Please let me have a collection of standing orders about (1) matter that may be printed: (2) authority who may direct printing in each case & (3) Contents of Gazette

10) As for the latter I believe some curtailing orders have been passed already. An early disposal should be directed.

Sect (Genl) 2/2/13

B V.

11) (This should be the duty of Mr. [illegible]

Ist

2) (1) matter that may be printed

The very first order on the subject appears to be Circular No 6 dated the 18th Febry 1843 communicating to Division Supdts the Commissioner's decision to establish a printing press at Bangalore for [illegible] purposes. This circular asked the Division Supdts to forward through the Commissioner's office "any papers connected with your Divisions (this)

H. 3

NOTE—Contn. sheet.

GPB—50,000—12-8-10

you may wish to be printed for more extensive circulation than you have it now in your power to give to any document of general interest, forms of pattahs &c"

This is the basis on which printing work of the Govt Press was regulated for long, and even now it seems to be the only guiding rule of a general nature though on various occasions specific directions have been issued as noted below:—

(a) G.O. No. 7657-90/Ex. 300 dated 16th March 1897 intimating Heads of Depts and other Officers concerned that there is no objection to Departmental Reports being printed at the Govt Press on submission to Govt &c

(b) G.O. No. 11478-513/Misc. 1900 dated 15th March 1898 requesting Heads of Depts to send all printing work to the Govt Press for execution &c.

(vide also G.O. No. 9960-97/Misc 2489 dated 25th Feb 1899 and 3614-15/Misc 950 dated 14th Sept 1899 in this connection)

(c) According to G.O. No. 6011-60 dated the 27th May 1904 publishi

General and Revenue Secretariat. | GP File No. 24 of 1912-13

Serial No.

revised rules regulating the supply and consumption of Stationery and printed forms in the Public Offices of the Stat. no new forms, except departmental ones prescribed by Heads of Depts under the ~~exist~~ authority of any Rule or Regulation in force, can be printed at the Govt Press without the previous sanction of Govt. This order also directs that printed addresses on covers and printed headings containing a few words only" be entirely discontinued, except such as are specially ordered by Govt in the General Dept". Several exceptions have from time to time been made to this. ~~order the above~~

(15) In Govt order No. G 2849-78/G.P. 16-4 dated the 21st Nov 1904 the Dept has been informed that work of an unusual character received from any Head of a Dept should not be executed without the authority of Govt. The order also states that Gradation and Distribution lists and Schedules of Dists, Criminal appeals in certain cases, circulars and Inspection Notes of the Chief Court and the Rev. Comrs Diaries should be printed at the Govt the Press.

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Serial No.

16) The Supdt has in Govt Order No. G.490-16/G.P. 16-04-5 dated 22nd Feb 1905 been directed to execute any ~~work~~ work that may be sent to him by the Comptroller for being printed

17) In addition to the above, the summaries of representations for discussion at the sittings of the Representative Assembly, the Proceedings of the Assembly, the annual prospectuses of the Dasara Exhibition and several Educational and Official publications including Regulations &c passed by Govt are being printed at the Govt Press, as well as the monthly & weekly Proceedings Vols.

18) (2) Authority who may direct printing in each case.

The Commissioner's Circular of 1843 mentioned above directs that all works intended to be printed in the Govt Press should be sent through his office.

Govt Order No. B dated 31st March 1886 directs that the Press (along with the Stationery and Stores) be placed under the control of the Chief Secretary. At present it is only from Govt Depts and the Chief Court to the Comptroller's office

K. 0.

K. 3.

K. 4.

NOTE—Contn. sheet.

General and Revenue Secretariat. | GP File No. 24 · of 191 <

Serial No.

that matter is sent to the Press for being printed. When other Officers send matter for print, they do so after they obtain the orders of Govt for printing the same, except in the case of the prescribed "forms", which are forwarded direct to the Press by the Officer concerned

(3) Contents of the Gazette

19 In his docket No. No G 39/8 dated the 2nd April 1873 the Chief Commissioner approved of the proposal to divide the Gazette into different parts and to separate the English & Kannada portions from 1st Jan 1874, the annual subs^n being Rs 3-8-0.

K. P

20 Circular memorandum No 3893-7/Cir. 70 dated 4th July 1891 requests Secretaries to Govt in the various depts to send to the compiler copies of all important or interesting official papers for publication in the Gazette.

K. R

21 Govt order No 16999-17008/97 38-98 dated the 20th June 1901 directs that instead of publishing long notices (such as those for sale of land for arrears of revenue, tenders for articles required for Govt

K. A

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Serial No.

in three or more issues of the Gazette a small para be, after the first publication of such notices, published in two subsequent issues calling attention to the longer & detailed notice in the first issue.

But the present practice does not conform to this direction entirely

22) Part III of the Gazette is devoted to the publications of Regns & Rules issued under Legislative Enactments.

23) G.O. No. G 1963-74 (R-Mu 137-09-1 dated the 24th Sept 1909 directed the discontinuance of the publication of the following from the Gazette :—

(a) Resolutions of District Boards & Municipal Councils of Bangalore & Mysore
(b) Accounts —"—
(c) Memoranda of business to be transacted at the meetings of the Municipal Councils of Bangalore and Mysore.

About April 1912 the Comptroller made some proposals for the re-arrangement of matter published in the Gazette with a view to improve (as he said) the usefulness of part IV of the publicate and increase its circulation. But

G.M. 77 of 11
Gls 1-4

NOTE—Contn. sheet.

GPB—65,000—17-8-12.

General and Revenue Secretariat.

GP File No. 24 of 1912-13

Serial No.

NR 25

file not found in search (G.P 11/07)

they were not approved by Govt.

24) As regards the printing of "forms" referred to in the last para of the Supdt's letter it is not that the question of reducing the number of forms now printed at the Press has been under consideration of Govt, having been raised by the Financial Secretary. Head of Depts & Dy Comrs have been consulted in the matter but replies have not been received from some of the Officers, who are being reminded periodically.

Subd for orders.

5/3/13 Secretary.

7.3.13

Let me see this file when it comes to me

1st Counsellor

25) Please see marginal remarks. Let me have a detailed note containing suggestions & proposals of possible reductions.

12/3/13

13/3

NOTE—Contn. sheet.

GPB—65,000—17-5-12.

G. R. S. 12]

General and Revenue Secretariat.

GP File No. 24 of 1912-D

Serial No.

26/V Please collect the necessary information and put up = hm 24-3-13.

V) submitted with a note prepared by me, as directed by the 1st Cr — SPM 12/6

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

General and Revenue Secretariat.

GP File No. 24 of 1912-13

Serial No.

28) The subject of this note is what reduction is possible in the printing work done at the Government Press. There is no doubt that the output of the Press has increased enormously in recent years. A statement as to the quantity of work done for each Department furnished by the Superintendent is attached herewith and it shows that there has been general increase during 1911-1912 in the work of the Press, as compared with the previous three years involving, naturally, increased expenditure on that account. The expenditure on account of the Press was Rs 1,15,842 -2-0 in 1906-1907 and in 1911-1912, it amounted to 155,778-15-7 or about Rs 40,000 more.

29) To a certain extent this increased work is unavoidable. It only reflects the greater activity of all the Government Departments in recent years; and as noted by Mr. Yates, the creation of new Departments such as the Legislative Council, the Economic Conference, the Agricultural Department as well as the fact that the Government Press is availed of more largely than before, accounts to some extent for the increased work in the Press. But though much of this increase is legitimate and cannot perhaps be avoided, some restriction regarding the work that can alone be printed seems necessary in order to keep

The increase of work in the Press. Flag T

Flag S cols 4 & 9

Some portion of this increase is legitimate & unavoidable

NOTE—Contn. sheet.

GPH—20,000—20-1-12

Serial No.

keep the expenditure on printing within reasonable bounds.

The existing orders define what matter can be printed The suggestion that all matter should go thro' a Secty office to Press dealt with Flag L

30 The existing Standing orders define clearly what matter can be printed in the Press. The general rule at present in force is that all printing matter should go to the Press through Government and that work of an unusual character received from the Head of a Department should not be executed without the authority of Government. To this rule, some exceptions have been made in the case of the Comptroller and, to a certain extent, of the Chief Court. Government have also ordered that the marginally noted works may be printed at the Press without previous sanction Government. The authority that can direct printing of all new matter seems to be the Secretary to Government, General and Revenue Departments under orders dated 31st March 1886 and 21st November 1904 though, in practice, all the other Secretaries to Government seem to exercise that power now. If these rules are strictly carried out by the Press Superintendent there may not be any necessity for the suggestion made by the Dewan that all printing matter except Government Proceedings and certain prescribed forms should be made to pass through a Secretariat officer. The bulk of the work done at the Press is done at the

Flag O
Flag X

Departmental Reports.
Gradation and Distribution lists.
Lists of schedules of establishment.
Criminal appeals
Circulars and Inspection notes of Chief Court.
Revenue Commissioner's Diaries.

NOTE—Contn. sheet.

Serial No.

the instance of Government and in the printing of the prescribed forms. ~~and~~ Unnecessary matter sent by Heads of Departments for being printed will form only a small portion of the whole. It seems therefore that if the scattered Standing orders are reissued in a condolidated form defining clearly what work alone can be executed in the Press without the authority of Government and if the Press Superintendent is requested to carry out the orders strictly it will meet the necessities of the case.

There is very desirable. A draft of G.O. will be put accordingly 23

Some detailed suggestions considered. Linked file

Key A & B of linked file

b)) The question as to what other reductions are possible in printing was remitted to Mr. Yates for consideration in 1907. In his letters dated 4-9-1907 and 13th September 1907 Mr. Yates classified the work in the Press under 9 heads as noted in the margin and considered reduction possible only with regard to indents. He also made some suggestions regarding the monthly Proceedings volumes. This classified list shows that most of the items have necessarily to be printed and that much reduction is not feasible in them. In his D.O. dated 25-1-13 now under disposal, Mr. Yates is practically of the same opinion and he offers a few suggestions regarding certain periodical publications such as the Civil list. etc. The following publi-

cations

* (1) Gazette (2) Budget (3) Administration Report (4) Bazaar Proceedings (5) Govt Proceedings including 'Due date' 'weekly' & 'monthly' Proceedings (6) Annual & other reports (7) Special non-recurring work (8) Confl work (true!) (9) Indent.

Under disposal

NOTE.—Contn. sheet.

Serial No.

publications are kept standing in type:-

(1) The Civil List.

(2) The History of services of Gazetted officers.

(3) The History of services of Amildars

(4) The Budget Notes.

(5) The Civil Budget.

(6) The P.W.D.Budget.

(7) The Gradation list of several Departments.

32) These publications being standing matter, there is no advantage in ordering the publication of some of them at longer intervals. The Superintendent is of opinion that it is -- cheaper in the long run to keep these as standing matter, than to set them up in type every time they are required to be printed.

(1) may be kept standing type. But a matter of this nature should be looked up by type with regard to the rest which are published once a year. However, the relative advantages & disadvantages among the different publications which is the cheaper course may be adopted 12

33) Reduction of the Gazette.

Is any reduction possible in the Gazette ?

The Dewan observes that some of the matter printed in the Gazette is superfluous and that after examining the Gazettes of the Madras and Bombay Governments all possible curtailment may be affected. The Mysore Gazette and Madras Gazett consist of 4 parts while the Bombay and India consists of a large number of parts . The first part of the Mysore Gazette contains only the Government Notifications which are necessary or

required

NOTE—Contd. sheet.

Serial No.

required by law to be published. No reduction seems to be possible therein. A similar remark applies to part III in which are published all the rules made under existing laws, bills introduced in the Legislative Council and Regulations finally passed. Part IV contains a few official papers such as season reports, rainfall reports, meteorological reports and such other papers as are ordered to be published by Government. All these matters being of public interest and the bulk of them being short, it does not seem possible to curtail it very much. Part II contains the Notifications of various Departments. The questions what reductions are possible herein was elaborately discussed by the Financial Secretary in 1909 (Vide G.O. dated 24th September 1909) and at his instance wer orders were passed directing the omission of certain papers relating to Municipal and District Boards from the Gazette. Perhaps, some further reduction may be possible in this respect. At present sale notifications of Inam villages, of lands sold for arrears of revenue, of District fund and Provincial toll gates and of Excise shops etc and notices calling for tenders for the supply of articles for the various Departments take up a lot of space of Part II of the Gazette

Possible in Part II of the Gazette. To be considered in detail by the admve branches

Flag C

How

NOTE—Contn. sheet.

Serial No.

How far such notification may, with convenience, be omitted will have to be investigated by the administrative branches concerned in consultation with the Heads of Departments. At the same time it may be noted that in Madras ~~and Bombay~~ there are District Gazettes in which most of such notifications appear. The Mysore Gazette has to perform the functions of a Provincial Government Gazette as well as those of District Gazettes of British India and the comparison with the Government Gazettes of Madras and Bombay is not therefore of much utility

Economy in Forms under disposal

34) In paras 16 to 18 of his D.O.letter Mr. Yates draws prominent attention to the possible economy in annual indents for forms. He suggests that a Government order be issued to Heads of Departments to scrutinize the indents received from their subordinate offices before forwarding them. His suggestion has already been given effect to. The Stationery rules themselves prescribe this scrutiny; and recently at the instance of Mr.Yates a circular order No.G.4451-50/G.P.11-07-7 dated 27th January 1908 was issued to all Heads of Departments impressing upon them the necessity of carefully scrutinizing theindents sent by them and asking them to report in what way reductions could be made in

the

NOTE—Contn. sheet.

Serial No.

Linked
This will be Expedited

the printing of forms. This question is being dealt with separately in File No.11 of 1907-08 Replies are due still from some Heads of Departments and the subject will be hurried up.

A general suggestion viz. The Press to be treated as a Commercial Concern.

35) There is one suggestion which I may perhaps offer in this connection and which may have the effect of checking the rapid increase in the printing work required to be done by the several Departments and offices. It is this. The Press may be treated as a commercial or as a quasi commercial concern and may be allowed to charge for all work done therein. Each Department may be allotted a certain amount for printing charges based on the average for the last three or four years and if any Department gets any printing work done at the Press the cost of it may be credited to the Press by means of book adjustment. This course, it is submitted, will have two important advantages

I am fully in accord with this proposal
22/8

Its advantages

(1) It will clearly show whether the expenditure on the Press is commensurate with the income realised by it or, in other words, whether the Press is self supporting or not.

(2) It will act as an automatic check on Government Departments with regard to expenditure on printing.

NOTE.—Contd. sheet.

"the"

G. R. S. 12]

General and Revenue Secretariat.

GP File No. 24 of 1912-13

Serial No.

36) When the money allotted to any Department is exhausted it will have to approach Government for fresh funds or for reappropriation. Such a method may involve a certain amount of extra clerical labour. But as Government have recently ordered that a valuation register should be opened in the Press, the task of charging the offices that send matter for printing according to fixed rates will become comparatively easy. The benefits likely to accrue from the adoption of this suggestion seem far to outweigh any inconvenience regarding extra clerical labour involved in it. The Comptroller may be consulted on this suggestion

Its disadvantage

See 4)

Sd/ Majagonal
13/6/13

37 With regd to para 28-

~~Statem~~

38 1st Conclusion

WB
27/6/13

37 My impression is that the bulk of the printing work is done for Government, and that what is done

NOTE—Contn. sheet.

GPH—20,000—26-1-12

R. S. 12]

General and Revenue Secretariat.

GP File No. [illegible] of 1912-13

Serial No.

for other departments and heads of departments is already under control and cannot be much reduced. I think that the self-denying measures should be imposed chiefly on the members of Govt and different Secretariats. If the final suggestion of the Asstt Secy is accepted, and provn be made by each department for its printing expenses, it may to some extent serve as a restraining factor, but Govt can easily order re-appropriations. The Secretaries of the various departments (+ the Under Secretary + Pr. Secy with the Diwan) may first be consulted on the feasibility of the

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

scheme.

40 If the General Secretary can undertake the work of general Censor (a somewhat invidious task when other Secretariats &c are concerned), it will also have some appreciable effect.

41 On the whole, though I think that printing has increased to much larger quantity than I think useful, I am ~~sure~~ very sceptical of any success in measures meant to reduce it to any appreciable extent. So we may ~~drop the matter~~ issue a general order that Officers

General and Revenue Secretariat.

GAD File No. 20 of 1912

Serial No.

(both directly under Govt & heads of Depts) should see to it that printing work should be reduced to ~~only~~ absolutely necessary quantities. The matter may be left there, if the Dewan agrees.

4. Otherwise, for further detailed instns to be framed properly, make out a st for one full year (the year 1912-13) showing exact quantities of additional printing work (excluding the irreducible & fixed minimum) done in the Press (Pages & Copies), showing its nature & the authority for undertaking the work

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

[S. S. 12.]

General and Revenue Secretariat.

G.P. File No. 24 of 1912-13.

Serial No.

6445

1

43 I shall then be able to suggest what reductions may be made

Hrm
30/6/13

Dewan.

44) For perusal & order with reference to his 1st Connection remarks in para 43.

Dewan

Jcs
2/7/13 SPR

3762
2-7-13

45) I have spoken to the Secretary. The case may be returned to him for further thorough investigation & submission of definite proposals in connection with the Yelas.

46) The Asst Secy to Govt spoke that some steps taken some months in working up the case. The matter should be pursued further.

47) 3.7.13. RB
The answer is as per Mr. J. Thangaraja's case
& Kandy may be kept in pursuance)

Jcs
4/7 SPR

A draft order is submitted as directed

SPR
12-8-13.

Leave land not after the return from

This to see the leave

SPR 7/7

Note.—Contn. sheet.

General and Revenue Secretariat.

G. 8 File No. 24 of 1912-13

Serial No.

6445.

49 3 Revised Dfts subd as directed

BR
10-9-13

50) Please type the three draft

SPR
23/9

51) Typed drafts put up.

BR
26-9-13

52) Three drafts are submitted as per personal instructions

53) The first draft issues consolidates instructions regarding printing work in the Govt Press The second draft invites the opinion of Secretaries to Govt + Hds of Depts regarding the suggestion to treat the Press as a ~~Govt~~ Commercial Concern. The third draft calls for certain information read by the Fs. Cr + the Lee Y.

54) Submd + approved or the Orders

SPR
30/9

Lee Y)

55) Please process ...

NOTE—Contn. sheet.

5 ; Fair Dfts subd

G I P—65,000—17-6-12.

BR
12-11-13

Serial No.

57) Revised drafts are submitted as per personal instructions

Secy) SPM 12/11

58) Secretariat

ZM 12/11 SPM

59) General order: Are not the items included as permissible to be printed the same as may be printed without special sanction now? If any alterations are proposed, the Asstt Secy will bring up the file & explain when I return to Bangalore. I find that Ethno. Survey work is not mentioned.

60) About Commercial ~~Statistics~~ account It may be added that the Supdt SRO ~~&c~~ make out a table of rates for different classes of work beforehand, as

Explained to I.S.O. that the draft now put up could not be finished for opinion of Hon'ble Minister

NOTE—Contn. sheet.

General and Revenue Secretariat.

G.P. File No. 24 of 1912—13.

Serial No.

to enable other depts to estimate the cost of their work to be provided for in their budgets.

The other draft may issue at once -

14/11/13

6445

2) Bi.

The orders appd by the 1st Comm in A be commund to all concd : and the file sent to the Registrar who has issued with his Comm L. Subsist in favour of the 1st Comm as issued by him with his appt dated 16/11/13

2 To the Supdt, Govt Press, No G.3685 dt 18.11.13 — Calls for a statement showing the exact quantities of addl printing work done in the Press during the yr 1912-13; also requests him to state for the information of Govt the relative advantages & disadvantages of keeping types of certain publns standing with opinion as to which is the cheaper course.

3) Subd to Asst Secy.

22/11/13

NOTE—Contn. sheet.

Back

GIP—65,000—17-6-12.

General and Revenue Secretariat.

G. P File No. 94 of 1912-13

Serial No.	
3	DO. dated 29th Nov / 4th Dec 1913 from Mr. C. H. Yates, Supdt Govt Press, furnishing the information required.
	64) In several cases the authority under which the printing work has been undertaken is not cited in the statt. sent up. The reasons for this are given at para 2 of the DO
	65) Subd to the Addl Secy SPM 5.1.13
Took 1st Cl's instructions SPM	66) Draft to the Dy of Edn as personally instructed by the 1st Cl. SPM 11/12
	67) Off subd SPM 12.1.14
	68) Issue, placing a clean draft in the file SPM 12/1
To 4	The Dy. of Education. No. G 4555-4 Dy 17.12.13. Requests to furnish a list of all publications of this Deptl Wkshop are now being printed in the Govt. press without the previous sanction of Govt. and to inform which of them is absolutely necessary to be printed in the Govt press & to include in the list such school books etc as may be printed with advantage in the Govt press

NOTE—Contn. sheet.

GPB—60,000—7-11-13

no. 475/B. 5.1.14

his 35Z
9-13

SR 5

N O T E.

69 The accompanying D.O. dated 24th December 1913 from Mr. C.H. Yates, Superintendent, Government Press, containing his views in regard to the reduction of printing work in the Government Press, is forwarded to the Secretary, General and Revenue Departments.

70 The question of reducing work in the Government Press has been before Government for some time past and definite recommendations, which I have called for on the subject, are still awaited.

71 The proposals now made may also be considered in the same connection and definite recommendations submitted as early as practicable through the First Councillor.

72 The matter should receive very early attention as some of the expenditure now being incurred on printing work may perhaps be saved.

73 The opinion of the Financial Secretary may also be obtained with reference to these proposals.

74 What I want at once is, a list of heads under which the working of the Press should be examined and definite suggestions for improvement or change under each. Cannot the General and Revenue Secretariat, in

close consultation with Mr. Yates, make definite suggestions, with rules and procedure under each head?

3.1.14. dlb

MR no 356-13
9.

B i

75 Do we deal with at once submitted within a week.

76 As Mr P Rayleigh Vickery has already dealt with this question, he may continue to deal with it instead of the Secretary of State in charge of B i.

Dy. 6/1

B i Brief of note for the main file 5/1/14

General and Revenue Secretariat. | G P File No. 24 of 1912.-13

Serial No.

6 Letter No: 8923 dated 18th Jan 1914 from the D.G of Education in Import forwarding two lists showing the items of printing work that are now being executed at the Government Press with and without the previous sanction of Government.

77 The following further note is submitted with reference to the additional proposals made by Mr.Yates in his D.O.letter No. dated 24th December 1913 to the Dewan.

78 It will perhaps be convenient and facilitate orders being passed if the whole ground covered in the previous notes and the further proposals of Mr.Yates were dealt with under the following four heads:-

I. Reduction of work in the Press.

II. Indents for forms.

III. What encouragement may be given to outside presses in the matter of Government work.

IV. Internal organisation of the Government Press.

79 With regard to each item, suggestions for improvement or change are appended, for approval or other orders, as directed by the Dewan in the last para of his note dated 3-1-1914.

Page 27 & 28 of these notes

NOTE—Contn. sheet.

GPB—60,000—7-11 -13

80) I. Reduction of Work in the Press.

In this connection the proposals already made are:-

(1) The issue of a general order for regulating the printing work of the Press.

(2) Consulting the Heads of Departments on the suggestion to make the Press a commercial concern.

81) These two points have been already approved in principle by the First Member and two drafts (marked A & B) were already put up. With regard to these two drafts, the First Member of Council gave me certain personal instructions. These have been attended to and the drafts are revised and submitted. The detailed information desired by the First Member in para 42 of these notes has been obtained from Mr.Yates and is submitted for further orders if any. On the receipt of replies from Heads of Departments to the query in Draft B re: the placing of the Press on a commercial basis, this part of the subject will have to be considered further.

82) II. Indents for forms.

(a) Mr.Yates complains of the want of proper scrutiny of indents for form, etc. by Heads of Departments and other officers and requests the issue of stringent orders (Para 2 of his letter)

GPB—60.000—7-11-13

Serial No.

on the matter. The existing rules provide for scrutiny of the indents by the Heads of Departments concerned and all that is necessary is a strict enforcement of the Standing Orders by the Officers concerned. As directed by the Secretary on the margin of Mr.Yates' letter, a draft (C) is put up for approval.

83 (b) The question whether the large number of forms now in use is susceptible of any reduction has been engaging attention for some time but definite orders could not be passed owing to sufficient information not forthcoming from Heads of Departments. It admits of no doubt that a careful overhauling of the forms now in use may be usefully undertaken and a large saving in this respect can be expected. Moreover there is another aspect of the subject which does not appear to have received sufficient attention, viz., standardisation of forms. There are a number of forms such as dockets etc. common to many departments but owing to want of standardisation large expense is being incurred in printing separately for each Department. Both these subjects viz. the reduction in the number of forms in use and their standardisation may usefully be thrashed out. I would respectfully suggest, by a small Committee or by a Special Officer. Recently in

NOTE—Contn. sheet.

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Madras, a special officer was deputed for a period of about 6 months by the Board of Revenue to standardise the forms in use.

84 (e) In para 10 of his D.O. dated 24-12-1913, Mr.Yates seems to be under some misconception. The exception that is allowed under Rule 46 of the Stationery Rules is departmental forms prescribed by Heads of Departments under the authority of any rule or Regulation in force. The portion underlined governs the matter defines the forms exempted clearly enough viz. that the Head of Department is prescribing that form under the authority of any Rule or Regulation. No change in the wording appears necessary.

85 III. What encouragement may be given to outside presses in the matter of Government work:

The proposals of Mr.Yates in para 4 and 5 of his D.O.Letter dated 24-12-13 appear to be quite sound. The following principles may be laid down for guidance in this respect:-

(1) All petty work of departments such as letter heading, invitation cards and sundry printing work may be got done in private presses.

(2) Printing work of all local bodies, Co-operative Societies, Departments of Government managed on a commercial basis and quasi-commercial Asso-

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ciations such as Exhibition, etc. should ordinarily be got done in private presses and if done in Government Press, should be paid for in cash or by book adjustment.

(3) Any work of any Department of a specially urgent nature which it is essential to print under the immediate personal direction of the Officer responsible and which the Government Press is unable to print in time.

84 Except in the cases above-mentioned, all other important and purely Government work alone should be done in the Government Press. It --- should be laid down that the employment of a private press is permitted on the condition that the charges will be checked by the Superintendent, Government Press and that only the rates he passed will be paid. Some such rule is necessary to prevent extravagance.

47 IV. Internal Organisation of the Govt. Press.

(a) Division of the Press into Departments so as to obviate delay:- There is some division now, Government Proceedings specially having a separate department as well as the Gazette. It should be considered whether a further division on the following lines may not be advantageous to secure promptness and uniformity.

(1) Government work (Proceedings & other matters.)

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(2) Routine work - printing of forms, etc.

(3) Other Department work.

(4) Confidential Section.

Mr.Yates may be consulted on this point.

86) (b) Piece Work Wages:- The expenditure on this account is Rs.29,000 and the subject of reducing this amount is already under consideration (Vide File No.G.P.20-12). This may be separately considered, as well as the question of over-time allowances.

87) (c) Delay in sending proofs.

This inconvenient practice is brought to notice by Mr.Yates very forcibly. He may be requested to issue circular instructions to all departments in this matter.

(d) Standing Matter.

The figures given by Mr.Yates on this subject show the immense advantage of having ~~the~~ standing matter in respect of certain publications. Though a quantity of type is locked up thereby, the time and money saved in resetting such recurring work are very great and the present practice in this respect may be allowed to continue.

91) Mr Yates & the Fl Secy may now be consulted on the above proposals (vide Dewan's note dt 3-1-14)

Secy 9th

Rajagopal 6/4

NOTE—Contn. sheet.

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92 Para 83 of the note :— The question of standardisation of forms is very important & is deserving of understanding. Engaging the attention of Mr Lakshmanaswamy Chetty Assistant in charge of Forms. There is no doubt that the proposed standardisation will conduce to uniformity & also to appreciable saving in printing charges. The subject is large & important enough to deserve a special officer being deputed for a period of 3 or 6 months (as recommended in para) & thoroughly go into & submit proposals. I would therefore support the Accountant General's proposal to depute a special officer for the purpose. Of course, the deputation of a special officer is not considered necessary, the existing Chief Accounting Assistant may be asked to go into the question & submit proposals after consulting all officers concerned; or a committee consisting of Mr Yates, Mr Narasimhachar & Mr Lakshmanaswamy Chetty (with such addition as may be considered desirable) may be appointed to study the subject & submit proposals for their approval & final

There is much room for improvement here. This would be useful work for the Eff. Audit Branch Offr.

NOTE—Contn. sheet.

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93 Para 85 of the notes. I fully agree with the proposals made above for the use of private presses for getting printing work done in certain classes of cases. A draft on these lines will be put up if approved.

I should like to see all existing orders on this subject.

94 Para 87 of the notes. A draft order has already been submitted for this sanctioning appointment of a peshkar of the Press solely for attending to Secretariat work. Beyond this any further proposal does not seem to be called for at present.

I agree

95 Para 89 of the notes. A circular as in this respect may be issued by the Secretariat instead of this step for which being as to send a circular himself as proposed in this category of may be present. The draft of a circular will be prepared & submitted for approval.

I agree

Para 90 of the notes.

96 The Jailer may be asked to submit a complete list of subjects in respect of which he proposes to keep the types standing, together with the cost of the additional types that will be

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required by this proposal in Sanchore. On receipt of the reply, an order may be issued prescribing the cases in which the Types should be kept standing; and provision made for altering it by taking off from the list from time to time, no deviation from this approved list being allowed except under the Sanction of Govt

I agree

97) Action in respect of Each of the points noted above may be taken separately. Regarding the Draft (A, B & C) that reply may be approved, as it is not desirable to defer them once made pending the settlement of all the questions connected with the subject.

1st December 12/4/13

Dewan

98) The drafts A B & C are all right and may issue. Please send up the other questions separately soon.

Dewan 26/5

Lt Governor

Secretary

NOTE—Contn. sheet.

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38

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99) Forwarded W.O. to the Hdqrs for favour of remarks on the various proposals made above.

by order
[illegible]
for Secy to Govt

26. 5. 14.

4th July 14

Hd Quarters 1912

Subd. above SN 100) The draft may be altered

[illegible]
Secy

2854

101) The words "as are now being executed for the Comptroller" in II (ii) (6) of draft A are vague. "as may be sent by the Comptroller" would be more suitable. The latter part of the rule will then read "and such other items of work as may be sent by the Comptroller under the authority of G.O. No. —— dated 22-2-1905."

With this alteration the drafts may issue.

[illegible]
30/5

102) May the drafts be returned with a covering letter to the Sales Organization & Supervision for their opinion on them. The Board would like the opinion of the Hdqrs, the Sales. The drafts have been adjd

NOTE—Contn. sheet.

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G. R. S. 12]

52/20

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If the 18 members after receipt of the opinion of Mr Gales the papers will again be submitted to Dewan thro' 18 members & then finally issued.

Dy Secy (103) Yes please. 1.6.14

Draft 5/6.

Draft 5.6.14

(104) Draft letter as ordered. Extract from notes in a Financial Branch file & letter below. Here it will be seen the Secy F & A desires to see this file to record his views before the case is disposed of. If ordered these notes will be enclosed in this file & continued.

5/6/14 Some - After Mr Gales' report is received Secy to Govt F & A also to peruse & forward submitting the case to the Dewan thro' 18 members

5.6.14

J To the Supdt Govt Press no G 10,010 of 8-6-14 forwarding 3 drafts proposed to be issued in connection with the proposal to reduce the work in the Govt Press & requesting his opinion thereon.

NOTE—Contn. sheet.

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Extract from notes in Banking 7 46-13.

16

Para 8. The general permission asked for i.e. to have all matter sent by the Registrar printed, cannot be granted. The Supdt brought to notice that the work in the Press has increased considerably; and the Govt called for proposals for reducing the work in the Press, which have been submitted separately. I do not think it possible, in the circumstances to issue such a general order. With regard to the general tracts there can be no objection to get them printed at private presses, the cost being met from the Budget of the Registrar. This course will also be convenient to him, as printing in the Govt Press will often involve delay. In view therefore of the proposed policy of Govt to reduce work in the Govt Press, the Registrar may be informed that he may get such pamphlets &c printed in private Presses.

9. * * * The general question requires separate consideration. 50 SRA 20/4/13

13. I concur in the opinion recorded by the Asst Secy in para 8 supra.

14. The question would be very simple if

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if each department paid for the printing it (or done at the Govt Press—except certain forms, reports &c Authorised by Govt which may be printed free as part of the primary work of the Govt Press. The Dept may have a grant for printing & may pay the Govt Press or Private Press where work is done.

10 15. To this course some technical objections appear to be raised by the Fd Dept.

12 16. In view of the congestion of work at the Govt Press, the Registrar may be permitted to settle his extra matter—other than Annual Department reports &c printed at Private Press to BW (or Rangoon) SS CSB 16.5-16

17. The best way would be to allot a certain sum of money as "cost of printing at private Presses" under contingencies in every Office and then allow the matter for publication to be sent to the Superintendent Govt Press who will either print it himself or send it out to a private Press and then pass on the debit for adjustment.

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It is obviously undesirable to allow Heads of Offices themselves to arrange to get their work done at Private Press without the intervention of the Superintendent Govt Press. To see that the Press has sufficient work or that returns the moneys earned, an annual balance Sheet or profit and loss Statement may be called for in which debiting all the cost incurred whether printing is done at the ~~Private Press~~ Govt Press or at a private Press and crediting value of work turned out it will be easy to charge the work turned out and at the same time check any tendency for sending all and sundry matters to be printed

5/ ~~29/12~~
JL 19-5-13

H Secy

(2) Govt showed strictly define the kinds of work which may be printed by Govt Officers at Govt Expense. The broad question is not so much to keep down the work at the Govt Press but keep down printing Charges of the various Dept of Govt. In the present case for instance

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Govt should scrutinize the nature of the papers, for printing which the Registrar wants general sanction and decide whether they are really required to be printed.

10 Orders for printing matter approved by Govt should be sent by all officers to the Supdt Govt Press. The Supdt may do the work in the Govt Press or get it done at private Presses at his discretion. The Supdt Govt Press should have a grant for such work which will of course represent so much saving in the Govt Press Charges.

11 In special cases officers may be specially authorized to get special items of work done at Private Presses direct

The question is also under consideration separately in the Genl Deptt.. Secy (Estt) 9/5 JK 10/7

Secy (Estt) 9/5 JK 10/7

12 When send this to the general department for a note. If a general question is [illegible] discussed there and orders [illegible] it will include a case like this, this file may be transferred to the Genl Deptt and the Registrar (C.S.) told that general

NOTE—Contn. sheet.

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orders on the question of printing Departmental papers will be issued shortly. In that case I hope that file will also be sent to me in due course for perusal and an expression of opinion if necessary SS CRB 28/5/14

113 Forwarded to the Genl Branch for perusal of Govt Secy's note above & further action thereon. SS 28/5/14

Subd

114 Regd ATT for information & necessary action. 28/5/14

115 I fear the draft put up still leave the question of departmental printing in an unsettled state.

116 The draft deals with the printing work of only the Chief Court, the Comptroller's office, & the Ed. Dept & Rev Dept (partly).

117 Nothing is mentioned about other Depts. - for instance the Registrar of Co-op. Societies has raised the question of getting certain matter relating to the dept printed in the Press at his discretion. Under the

NOTE—Contn. sheet.

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9019

4:

General and Revenue Secretariat.

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Draft orders, each requisition of this should be sanctioned by Govt in the General Dept, i.e., I suppose the Secrt branch in charge of the Press.

NB Similarly there is a fair amount of printing work done in the press for the Economia Conference on payment. The draft says nothing about this. If in each case the Secy to the E-C has to get Govt sanction of Govt in the General Dept to have a few pages of matter printed, there will be a lot of inconvenience & delay.

Esq At the time of the Conference session a good deal of printing work has to be got done most emergently & unless the Secy E.C has direct access to the Press there is likely to be great delay.

CSTS

[illegible]

NOTE—Contn. sheet.

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8. From the Supdt Govt Press No 1703 dated 17th June 1914.
Returns the three drafts forwarded with ~~it~~ & with his remarks thereon
[10] Submitted with the remarks of the Press Supdts in slips on the drafts sent from here.

[12] As for Supdts remarks on draft C that a para should be added to that draft drawing the attention of the several Officers to rule 44 of the Stg Rules – that indents should be sent before the 31st March each year, it is submitted that this order is not intended to supersede the Stg Rules but only to supplement them. As such the provision in the Stations

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in this respect has to be observed by all Officers & to separate reference if deem very necessary. In this connection reference is invited to G 100 20-67 /gen 292-13-1 dated 8th June 1913 recently issued in regard to the stocking of forms to meet supplementary indents.

Ref D

12 Supt's suggestion regarding Sub para (ii) of para II of Draft A is for consideration.

13 As regards his proposed addition to Sub para (d) miscellaneous, it is submitted that the question of revision of form in use in the various Departments is separately under consideration. In the meanwhile, if the proposed para is to be added to the present Draft is for orders. Reference is also invited to the orders in para 105 on page 39 of these notes. Subd for orders

A - Memorandum to be typed

14 This file has received & was on the 2nd May having been referred by Govt. of Maharashtra and Govt. with whom it is stated to have been pending -

15 As the rules are very

NOTE—Contn. sheet.

Serial No.

Kulkarni Mr. Chitnavis Iyengar has kindly put up a brief self-contained note explaining the various steps of the proposals. After discussion it seemed to us that the drafts needed revision in certain respects which are indicated in pencil. They may be approved / revised as a first instalment.

(2) All matter to be printed in the Press is divided into two classes viz (1) Confidential & (2) Official. In the case of the latter previous sanction of Govt is necessary before printing can be undertaken. To avoid delay the Head of the Dept concerned will be allowed to make all preliminary arrangements with the Supdt.

(3) A system of tokens for Govt publications by book adjustment is proposed to be introduced. We shall then know exactly how much each dept ~~spend~~ spend on printing & the need to keep within the Budget provision will serve as a strong inducement to

see page 56

NOTE—Contn. sheet.

47

General and Revenue Secretariat.

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Serial No.

summary.

124 There is no doubt that much of the work in the Press is due to the long number of summonses that are printed. Some of the Heads of Depts seem to be prepared to tackle the matter of revising forms & registers & it may be necessary to put an Officer on special duty for the purpose. Reminders are being issued & the work will be seriously taken in hand

1st Member 12/8/14

124) Drafts A, B & C approved by First Member

9/11/14

Dewan.

17/8/14

911
17.8.14

130) I have made some small additions, to draft "A" for the consideration of the First Member of Council. If he approves the additions generally, the draft may be finally corrected and sent up with a draft submission note.

(it requires verbal alterations)..

131) All the three drafts (A, B & C) may have to issue at once. The measures suggested in them are expected to check, to some extent,

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unnecessary increase of work and expenditure.

132) The matter may be investigated again after six months and any further orders then considered desirable to improve the working of the Press may issue.

133) The question of the reduction and standardization of forms, should be taken up, for very early consideration.

10.5.15 RB

1st Number

O 14/5/15 HR 12 575

134 I agree to the alterations suggested by the Dewan.

135. Perhaps it would be just as well to mention expressly that Official Notes, Speeches &c of Dewan & Councillors ~~&~~ may be printed without Special Govt order.

136 I presume that B & C drafts may issue as they are.

13/5/15

HR 14 575

General and Revenue Secretariat.

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Serial No.

137. Offr Subn Note [illegible]

17/5/75.

Dewan

7387
18.5.15.

18/5/75

18/5/75

NOTE—Contn. sheet.

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Submitted to His Highness.

138

The steady increase of printing work due to the increase of the activities of the existing Departments as well as to the creation of such important new departments as the Legislative Council, the Economic Conference, etc., has thrown on the Government Press more work than it can satisfactorily deal with; and called attention to the necessity of defining and regulating the work of the Government Press on the one hand, and of controlling the general expenditure on printing in the various departments of the State, on the other.

2. After careful consideration of all aspects of the question three drafts have been put up by the First Member for approval.

Draft A. affirms the general control of the General and Revenue Secretary over the Government Press and enumerates the works which it can, without previous sanction, undertake. All other work requires the previous specific sanction of Government.

Draft B. proposes to treat the Government Press as a quasi-commercial concern where all works are charged for and paid for by book adjustment. The several departmental budgets should provide for the printing charges to be incurred by them and the necessary book adjustment made by the Comptroller in favour of the Press for the work done by it. This is expected to act as an automatic check on extravagent

recourse to printing by the several departments of Government.

Draft C. prescribes instructions to regulate the supply and consumption of printed forms in all the departments of the State.

It is proposed to appoint a Committee or a Special Officer to go into the whole question of the use of printed forms in Government Offices for purposes of correspondence or statistics and to recommend reasonable limits for the employment of such forms. This will be separately submitted for orders.

3. The three drafts may be approved. The matter will be investigated again after six months and the question as to the measures to be finally adopted to improve the working of the Press and run it on more or less commercial lines will be further considered.

H Manjunadayya

24/5/15

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Proposals for defining and regulating the work of the Government Press and controlling the expenditure on printing (with 3 drafts for approval.).

1209

139

Order.

~~KRW~~

31/5/15

Secretary

120

1.6.15

Ko

Issue

The Draft may issue

Ko 4-6-15.

H

G. R. S. 12]

General and Revenue Secretariat.

G.P. File No. 24 of 1912.

Serial No.	
9	The Heads of Depts. The Dy Commrs of Dts The Supdt Govt Stg. G 13957-1400 & Issues certain specific instructions regarding the indents for Stg articles
10	To the Secretariat to Govt & the Heads of Depts No 14009-51 G 14 6-15 Charges for all the printing work done at the Govt Press Bangalore
11	To the Secretariat to Govt. The Comptr. The Heads of Depts. The Supdt Govt Press. The Deputy Commrs of Dts. No. 13906-52. G 14-6-15— Issues instructions for regulating the printing work in the Govt Press.

NOTE—Contn. sheet.

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accompaniment to para 125 on page 48 of note

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Serial No.

Reduction of Printing Work in the Press.

In his D.O.letter dated 25th January 1913, M Yates, Superintendent, Government Press brought to t notice of the Dewan the large increase in the print work, which according to his previous annual report about 3¼ times greater than it was in 1904-05. The increase in the work has been due to the creation of new Departments and to the expansion of work in the existing Departments also. He suggested that some economy might be effected in the scrutiny of the annual indents for forms, which are often made irrespective of the actual requirements.

2. The Dewan thereupon observed that this point as well as the desirability of laying down a rule that all printing work except Government Proceedings and certain prescribed printed forms should pass through a ~~Secretariat Officer~~ Secretariat Officer of the ~~Secretary~~ to Government. ~~General and Revenue Departments~~, should be considered. It also appeared to him that the matter printed in the Mysore Gazette was susceptible of some reduction.

3. Proposals were formulated on the lines indicated by the Dewan. As regards the Mysore Gazette, it has been considered that the matter contained therein is not capable of reduction, as will be evident from the comparative

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statement of the contents of the Mysore Gazette and those of Madras and Bombay and the Government of India herewith attached. On the 24th December 1913 Mr. Yates submitted his further views, which are practically reiteration of his former views regarding the scrutiny of the indents for forms with some further suggestions in the matter of quicker return of the proofs and about the desirability of giving out to private presses works in connection with Municipal Councils, Lal Bagh, Horticultural Shows, Dasara Exhibition, Co-operative Society, Engineers' Association, which should not be done in the Government Press, except on payment as for a private firm. Admitting that in the nature of things the printing for the State must continue to grow as it is doing elsewhere, he expects that with the recent sanction of of Rs. 15,000/- for the purchase of type and new machinery, working overtime in the press will be reduced and the delays in supplying the various requirements of the State will be avoided.

4. As a result of careful consideration of the points raised by Mr. Yates, three drafts (marked A,B &C in the file) as finally approved by the First Member have been proposed to be issued.

(i) Draft A, prescribes instructions to all Heads of Departments and Deputy Commissioners of Districts that except in certain specific cases of Government and

NOTE—Contn. sheet.

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Departmental works, any new matter intended for printing should receive the previous sanction of Government in the the General Department. In this connection Mr. Yates considers that if departmental work has to be specified the work of the Geological, Agricultural and other Departments should be specified also or else they should be mentioned under 'Miscellaneous', while Mr. Balasundaram Iyer (Secretary, Education & Agriculture) points out the need for including the printing work of the Economic Conference and the Registrar of Co-operative Societies to be done in the Government Press without obtaining sanction of Government in the General Department in each case. These suggestions have to be considered with reference to the Draft A.

(ii) Draft B suggests that the Press may be treated as a commercial or quasi-commercial concern and allowed to charge for all work done therein, Each Department being allotted a certain amount for printing charges based on the average of the last three ~~year~~ or four years. This will show whether the expenditure on the Press is commensurate with the income, and it is also calculated to effect a check on the rapid increase in the printing work. As regards this point Mr. Yates has stated in his letter No.1703 dated 17th June 1914, that the principle was already introduced from last July to some extent and that he will submit his report on the result as soon as possible.

A reminder issued Dec 15.

NOTE—Contn. sheet.

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(iii) Draft C prescribes instructions to the Heads of Departments and Deputy Commissioners of Districts to personally scrutinize indents before they are despatched, regard being had both to the sanctioned scal of annual supplies and actual consumption and stock on hand. The question of reduction of forms is mentioned in para 3 of the draft A and it is engaging the attention of Government.

5. It does not seem to be quite feasible to expect Heads of Departments and Deputy Commissioners to scrutinise indents minutely and a better plan would be to insist on the strict compliance of the provisions of the Stationery Rules, that the forms with the stock and issue register shall be in the personal custody of the Head Clerk (or Manager or Taluk or District Sheristedar as the case may be) of the offices concerned under lock and key, who may be required to make a certificate as to the correctness of the stock on hand and the issue at the time of the submission of the indent such certificate not absolving the head of the office from his responsibility in the matter. It should also be made obligatory on the part of the Head of the office as regards his own office or of the Inspecting Officer as regards the office he inspects either by himself or by a Gazetted Assistant to personally verify them

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G. R. S. 12]
General and Revenue Secretariat.

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at least once a year in the course of periodical inspection of the offices.(Vide Arts.35 to 42 & 45,51 and 58 of the Stationery Rules). Under the present rules (vide Rule 41) it is open to the Superintendent himself to call for the Receipt and Issue Registers maintained in any office for examination and verification of the indents.and bring to the notice of Government any serious mistake or infringment of stationery rules.

As regards the reduction of forms the replies ~~re plies~~ received from the several Deputy Commissioner and Heads of Departments are not uniform. The question of revising the forms and reducing the number was initiated by me some four years ago in Branch I and it is still far from settlement. As regards revenue forms, Mr. K.Srinivasa Rao who is preparing the Taluk Manual has been requested to find out which of the forms are in force and embody only those in the Manual. There is evidently a need for careful revision and this question may be taken up by the Efficiency Audit Department along with that of Standardisation of forms.

7. The suggestions given may be summarised

(1) The Superintendent has stated that in view of the sanction of Rs. 15,000 recently made by Government for new type and machinery, working overtime will be reduced and the delay in supplying various requirements of the State will be avoided. This

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being so, with the improvement effected in the Branch Press at Mysore it is a question whether the approved printing work of all the Departments cannot be undertaken by the Superintendent, Departments of a commercial ~~nature~~ or quasi commercial nature such as local bodies, shows, associations as well as Scientific Departments and the Economic Conference being charged ~~it~~ for, suitable provisions being made in their respective budgets.

(2) In regard to the printing of the Departmental works and Economic Conference Bulletins, etc., not specifically mentioned ϕ in paragraph 1 of Draft A as not requiring previous sanction of Government, which are particularly of a bulky nature, it seems desirable in order to obviate subsequent delay in the Press, that the Superintendent be addressed in the first ~~1st~~ instance by the officers concerned and if he is of opinion that the work cannot be done in the Press within a reasonable time, it may be entrusted to a private press. It is expected in this case that the Press is fully engaged.

(3) Draft A as thus slightly modified may be approved.

(4) The Press to have some standing matter in type when it is deemed advantageous, such as Civil list, etc.

(5) Publications of the Proceedings of the Local

NOTE—Contn. sheet.

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Bodies, such as the Municipal Councils of Mysore and Bangalore, District Boards and the Kolar Gold Fields Sanitary Board, in the Gazette to be paid for.

(6) The cost of printing of forms contained in the Municipal Manual should be charged to the funds concerned.

(7) Draft B calculated to check the increase of work in the Press may be approved.

(8) Draft C re Indents for forms as revised in the light of the foregoing suggestions may be approved. Paragraph 3 of Draft A relating to the reduction of forms has been brought in the revised Draft C.

(9) The question of the appointment of a Special Officer (say for three months if the Efficiency Audit Officer cannot take up the work) who will study the several forms on the spot, take opinions and report is one deserving of consideration. He will also report on the standardisation of forms.

1st Member

A
14/8/14

NOTE—Contn. sheet.

GPB—50,000—12-8-10

Government Press,

January 25th, 1913.

M. Visvesvaraya, Esq., C.I.E.,

Dewan of Mysore.

Dear Sir,

In compliance with your suggestion made in the course of conversation a few days ago, that I write you, pointing out where, if possible, the amount of Government printing may be reduced, I beg to state as follows:---

2. As you are aware, the Government Press prints only forms which have received sanction of Government, or new matter which heads of Departments are authorised to send to the Press.

3. The outturn of printing, as shown in my last annual report, is about 3¼ times greater than it was in 1904-05. This is accounted for largely by the following:---

4. Most of the printing for the Geological Dept. was formerly done in Madras, or elsewhere. It is now all done here.

5. The same applies, to an extent, to Horticultural Show work, Palace printing, Chief Courts Law Reports, Criminal Appeals, Schools Examination papers, &c., &c.

6. The important Bulletins issued by the Agricultural Department are quite a new item.

7. So also is all the printing for the annual Dasara Exhibition, amounting, approximately, to some R^s.1,500 per annum.

8. The Economic Conference, the Legislative Council, Comptrollers Financial Notes, Barabaloctie Registers, Departmental Manuals, and other large orders, are new works.

9. The Civil List is now printed quarterly instead of half-yearly.

10. The History of Gazetted Officers is printed yearly instead of at irregular intervals.

11. The History of Amildars is a new work entirely.

12. The work for the Electrical Department is now almost entirely printed here.

13. The Cauvery Works and Railway Schemes also help to swell

the total.

15. These items---a selection from many more---account very largely for the growth of the work, and I do not see how they can be reduced, considering their importance.

16. What are known as the annual indent forms, have also increased in volume; and it is in this direction , perhaps, that some reduction may be made. The annual indents are due in March. It would possibly effect some economy if a Government Order were issued to heads of Departments to carefully scrutinise the indents received from the several branches, instructing them to revise the figures wherever possible.

17. No indents for forms are accepted by the Press unless countersigned by the heads of Departments. I frequently have to return them because they are not so signed. Even when signed, they are sometimes returned, if the quantities asked for ~~XXX~~ appear to be excessive.

18. I have noticed, in some cases, where the Press has been unable to comply with certain items in some indents, that the forms have never been asked for, and consequently have not been supplied during the year. The inference is that the forms were not specially required, and that the figures were put down as a matter of routine. Some years ago 250 Death-Warrant forms were called for by the Jail, although the average of executions per year is only two or three

19. I am of opinion, therefore, that whilst, under the expanding nature of the State, the printing must necessarily increase in the directions indicated, a great deal of what now comes under the head of Forms might be reasonably curtailed.

Yours sincerely,

W. Gates,
Supt.

N O T E.

D.O. letter from Mr. Yates, Superintendent, Government Press, dated 25th January 1913, on the subject of reduction of work in the Printing Department.

2. I understand that, at present, printing work is sent to the Press from all the Secretariats and Heads of Departments to an extent limited only by their discretion, and much unnecessary matter is printed.

3. The Superintendent is thus obliged to serve many masters and printing work and the expenditure of the Department both seem to be getting out of control. The question is whether it is not desirable to lay down that all printing work, except Government Proceedings and certain prescribed forms, should be made to pass through a Secretariat Officer of Government, who would be in a position to judge whether or not in any particular case the matter sent is fit to be printed.

4. Action on paragraphs 16 to 18 of Mr. Yates' letter seems important.

5. I also notice that some of the matter printed in the Mysore Gazette is superfluous. The Gazettes of the Madras and Bombay Governments may be examined in this connection and all possible curtailment effected.

6. I shall be obliged if the General Secretary will work up the case under the guidance of the First Councillor, and submit his final recommendations on the subject.

Id/- M.V.

30-1-13.

Copy with compliments to the First Councillor.

3/.1.13

Government Press,

January 25th, 1913.

M.Visvesvaraya, Esq., C.I.E.,

Dewan of Mysore.

Dear Sir,

In compliance with your suggestions made in the course of conversation a few days ago, that I write to you, pointing out where, if possible, the amount of Government printing may be reduced, I beg to state as follows:----

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4. Most of the printing for the Geological Department was formerly done in Madras, or elsewhere. It is now all done here.

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19. I am of opinion, therefore, that whilst, under the

expanding

expanding nature of the State, the printing must necessarily increase in the directions indicated, a great deal of what now comes under the head of Forms might be reasonably curtailed.

Yours sincerely,

Sd/- C.H.Yates

Superintendent,

Govt. Press.

" C O P Y "

B. V. Lakshmana Row

Superintendent, Dewan's Office.

3 ನೆ'.

D.O.No. ಸ್ಪೆ 3689/ಸಿ.ಶ-12-2ನೆ18 11/13

General and Revenue Secretariat

Dated Bangalore September 1913.

Dear sir,

With reference to your D.O.letter of the 14th May 1913 regarding the works executed at the Government Press, I am desired to request that a statement in the marginally noted form may be prepared and submitted to Government at an early date, showing the exact quantities of additional printing work (excluding the irreducible and fixed minimum) done in the Press during the year 1912-13.

1.Serial number.
2.Department for which work was done.
3. Description of work done
4. Quantity(Pages and copies)
5. Authority for undertaking the work.
6. Remarks.

With regard to the marginally noted publications the types of which are understood to be kept standing in the Press, I am to request you to state for the information of Government, the relative advantages and disadvantages of keeping types of all such matter standing with your opinion as which is the cheaper course.

1. Civil List.
2. The History of services of Gazetted officers.
3. History of services of Amildars.
4. The Budget Notes.
5. The Civil Budget.
6. The P.W.D.Budget.
7. The Gradation lists of serveral Departments.

Yours sincerely,

14/11/13

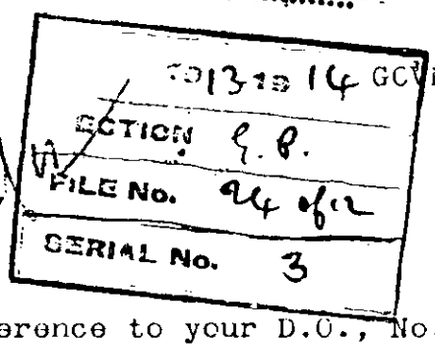
To

C.H.Yates Esquire,

Superintendent, Government Press.

B.V.N.

DIARY No. 6106



From

The Superintendent,
GOVERNMENT PRESS,
Bangalore, dated November 29th, Dec. 4th.

To

Dear Sir,

With reference to your D.O., No. G.3689/G.P.24-12-2, dated 17th November, requesting (1) the furnishing of a statement shewing the exact quantities of additional printing work done in the Press during the year 1912-13; and (2) a statement shewing the relative advantages and disadvantages of keeping types of certain works standing, I beg to reply as follows:--

2. With regard to the first requirement, I send a tabulated statement giving the particulars in the form prescribed. The return is necessarily incomplete. Works are so complicated in many instances that it is not possible to meet your requirements entirely. You would need to sit at our books for a few days and raise queries without end, if you would satisfy yourself on this matter Work in some Departments has increased enormously, and doubtless Rule 46 of the Stationery rules has not always been adhered to when common sense has pointed to the necessity of the work.

3. Amongst the works which have led to the continued increase may be mentioned: The Cauvery Scheme; the Agricultural Department, both in its printing and binding requirements; Dasara Exhibition; the various branches of the Economic Conference; Geological Dept. (work previously done at private presses); Dewan's Office; Electrical Dept.; Railways; Engineers' Association; Kanambodi Reservoir Project; Arbitration printing; Manuals for various departments; Judicial Dept. (revision and large increase of forms); work done in the Press for Stamp Dept.; Co-Operative Society; Mysor Palace work (hitherto done at private presses); and many other items.

4. As regards standing matter, I give in detail the comparative cost of the Quarterly Civil List. What applies to it, applies also to the other works you mention in varying degree according to the particular nature of the works.

5. The cost of type for Civil List came to abcut Rs.1,128. A charge on this figure for interest and depreciation at 10% amounts to Rs.112. To this should be added a charge of Rs.73, the cost of

10

GPB—1,000—19-9-13

G.R.S. 31]

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.
GENERAL AND REVENUE SECRETARIAT.

No. G4554/F.P4472 Dated Bangalore, 12/12/1913.

FROM

K. R. SRINIVASIENGAR, ESQ., M.A.,
Secretary to the Government of H. H. the Maharaja of Mysore,
General and Revenue Departments.

To

M.Shama Rao Esquire, M.A.,
Inspector General of Education in Mysore.

SIR,

I am directed to request to be kindly furnished with a list of publications-Educational as well as official and other items of work that are now being executed at the Government Press for the Education Department without the previous sanction of Government being obtained in each case. There is a proposal before Government for reducing the printing work done at the Press, and the question of minimising the printing work done for each Department is engaging the attention of Government. I am therefore to request to be informed as to which of the above mentioned items you consider necessary to be printed at the Press without the previous sanction of Government in each case. The list should contain only such items as are absolutely necessary to be printed. The list may include publications such as school books etc which may with advantage to Government ~~may~~ be printed in the Press

The favour of a very early reply is requested.

I have the honor to be,
Sir,
Your most obedient servant,

for 15.12.13.

Secretary to Government.

B.V.N.

correcting the standing matter, making R^s.182 in all. Supervision charges are not included, as they would be a factor under any circumstances. The cost of store and stock material may be omitted, as it can be set off against reduced cost of reading, &c.

6. The cost of entirely resetting the work would be R^s.246. These figures show a balance in favour of standing matter of R^s.65. In the case of the civil List, the debit charges should be spread over the four quarterly issues, with the following result:--

Total annual cost of correcting standing matter	R^s.293
Interest and depreciation	112
Total...	404
Cost of setting matter four times a year... ...	984
Balance in favour of standing matter	580

7. But the greatest advantage of keeping standing matter for recurring works lies in the saving of time. It would often be impossible to set these works in time if they had to be entirely reset each time. James Bryce says: "Time is the measure of everything in life. . . . "The adage that Time is Money falls far short of the truth. Time is more than money." Then, besides the saving of time, there is the saving of extra accommodation required for a large number of men to get the work cut in a given time, and the consequent saving also of ~~XXXXXXXXXX~~ expense of additional upkeep of larger premises; the lessening of deprrciation of type, and the saving of cost of constant distribution.

8. I understand that at Madras Govt. Press every statement appended to an annual report is kept standing, except those which are very open, or which have the body as well as the figure columns altered a good deal. In this way quite 60% of the tabular matter is kept standing. I wish we could do the same. Even were the cost of keeping matter standing in excess of interest and depreciation charges, plus cost of correction, the many advantages I have named would far more than compensate for any small loss entailed.

Yours sincerely,

S. P. Rajagopalachari, Esq., B.A., B.L.,
Asstt. Secretary, Gen. & Rev. Dept.

hisR 356 5-13 Dy. 2 1010

Subject to be worked up 31.12.13 L6

Government Press,

December 24th, 1913.

DIARY No.....

1913-1914
SECTION Govt Press
FILE No. 24-12-13
SERIAL No. 5

M. Visvesvaraya, Esq., C.I.E.,

Dewan of Mysore.

Dear Sir,

At the close of the discussion last week as to how the printing in the Govt. Press can be reduced, you were good enough to request me to give you my views upon the matter. As you are going on tour very shortly, I submit these at once.

Saving on Annual Indents.

2. I am of opinion that a great saving might be effected on Annual Indents for prescribed forms and books. I would suggest that an urgent Government Order be issued at once, so as to be in time to affect the indents shortly due, to the effect that heads of departments should personally scrutinise indents before they are despatched, not only with regard to average annual supplies, but also as to actual consumption and stock in hand. Some form of occasional inspection throughout the State by the local authority would perhaps serve a useful purpose.

Delay in returning proofs.

3. Then there is the vexed question of delay in return of proofs, with the result that hundreds of pages of type are locked up for months together, when, with a little more promptitude the type would be released and made available for other work. The inspiration to correct matter for the Press seems to be latent until a proof in type is received. Would it not be possible to make the bulk of corrections in the type-written copy, and thus save the expense of correcting in type? Some departments are great sinners in this respect.

Giving out work to private presses.

4. I do not advocate the giving out to private presses such works as big reports, especially scientific ones. For these reasons:---(a) They are distributed all over the world to scientific societies, and to send out any work of this class

but the best would not be to the credit of the department or of the State, especially now that they are issued in good form. (b) Their bulk is such that no press in the State (except the Wesleyan Mission Press, Mysore) could undertake the work; and it would have to be sent to Madras or elsewhere, as before. All work should, as far as possible, be retained in the State, for its own credit as well as for the benefit of the workpeople. (c) We can do such work more economically than if done by a private firm.

This course would meet with your oft-expressed wish that the Press should undertake good work in preference to other kinds. If any work has to be given out, let us give out the common kind which local firms could tackle. This would encourage them, perhaps, to increase their plant and their employees, and thus ultimately enable them to undertake a large quantity of private work which has now to be sent out of Bangalore. Mr. Barton recently showed me work of the value of several thousand rupees all of which was done elsewhere, simply because he could not get it done here. What a pity!

What works might be done elsewhere.

5. I would suggest that the Press cease to do the following work:--Municipal Council; Lal-Bagh Horticultural Shows; Dasara Exhibition; Co-operative Society; Engineers' Association; unless they are charged for the same, and payment made as for a private firm. Balance sheets of such societies are not fair and square when all the printing has been done for them by Government and their profits swelled at the expense of the Press Budget. Some of these are money-making bodies. It is another instance of grandmotherly help, when they should be helping themselves. I think the bulky catalogue of the Dasara Exhibition should be discontinued. It is a great expense, and very few copies are sold. A return as to sales of it might be called for.

Ramif cation of the Press.

6. You suggested that the Press be arranged to deal with departmental work, with a view to facilitate its prompt execution. I may mention that this arrangement already exists, so far as accommodation permits. If you could see your way to order the completion of the two wings of the new front quadrangle, this division of labour could be still further carried out.

As regards classifying work according to its priority, I may say that strictly Government work, either from the Dewan's office or from the G. & R. Secretariat, always has preference. "Proceedings" has a separate department, and hence is dealt with at once on receipt.

Proposed Additional Gradation Lists.

7. I have already given you particulars as to the probable cost of putting into type all the new Gradation Lists, copy for which has been received in the Press, and I await your decision before putting the work in hand, or returning copy to the several departments, as the case may be. If only a few copies are required, it would perhaps be possible to have them type-written. As to this method of preparing lists, it is just possible that type-writing might be resorted to more often than it is, where the copies required are few and the work of a temporary nature.

As to the future.

8. In the nature of things the printing for the State must continue to grow, just as it is doing elsewhere. Madras Government have recently taken over in its entirety the large Lawrence Asylum Press in Mount Road. Colombo has built a new and up-to-date press. Travancore, too, is adding new plant and engaging a European superintendent. It must be the same wherever there is growth and new life.

(a) The Government of India presses make a strong point of keeping as much recurring matter as possible standing. Madras keeps at least 60% of the tabular matter of reports standing, besides thousands of recurring forms. This means a considerable investment in type; but it is considered a good one. I give an extract from a return I recently sent to the General and

Rev. Secretariat, showing how this works out on our Civil List:-

4. As regards standing matter, I give in detail the comparative cost of the Quarterly Civil List. What applies to itX, applies also to the other works you mention in varying degree, according to the particular nature of the works.

"5. The cost of type for Civil List came to about R$.1,128. A charge on this figure for interest and depreciation at 10% amounts to R$.112. To this should be added a charge of R$.73, the cost of correcting the matter, making R$.182 in all. Supervision charges are not included, as they would be a factor under any circumstances. The cost of store and stock material may be omitted, as it can be set off against reduced cost of reading, &c.

"6. The cost of entirely resetting the work would be R$.246. These figures shew a balance in favour of standing matter of R$.65. In the case of the Civil List, the debit charges should be spread over the four quarterly issues, with the following result:--

Total annual cost of correcting standing matter	R$.293 XXX
Interest and depreciation	112
Total	405
Cost of setting matter four times a year	984
Balance in favour of standing matter	579

"7. But the greatest advantage of keeping standing matter for recurring works lies in the saving of time. It would often be impossible to set these works in time if they had to be entirely reset each time. James Bryce says: 'Time is the measure of everything in life The adage that Time is Money falls far short of the truth. Time is more than money." Then, besides the saving of time, there is the saving of extra accommodation required for a large number of men to get the work out in a given time, and the consequent saving also of expense of additional upkeep of

larger premises, the lessening of depreciation of type, and the saving of constant distribution."

9. If this practise could be extended, a great saving would be effected in time and money. We Keep many forms standing, but are not able to do much with regard to annual and other reports.

May I
Rule 46 of Stationery Rules.

10. I should like to see this rule amended. It reads as follows:--

"The authorised scale and prescribed forms should not be deviated from; nor should any new forms, except departmental ones prescribed by ~~XX~~ Heads of Departments, under the authority of any Rule or Regulation in force, be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their indents or requisitions."

The phrasing of this rule gives Heads of Departments the opportunity of sending in endless new forms. I think that the words "except departmental ones" might be omitted, or the wording altered to make it plain to both department and printer what is and what is not permissible. The rule should be more strictly observed all round.

11. Government have been pleased to just pass an order for the purchase of type and new machinery up to Rs.15,000. When these purchases have been made, I hope that the many hours of overtime which have now to be worked will be reduced, and that the delays in supplying the various requirements of the State will be avoided. Some day mechanical type-setting will have to be introduced, as is just done in Madras; but before that comes about a more highly educated class of men must be found or made.

Yours sincerely,

E. W. Yates,
Supdt.

16

Edn. 81]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 8923 / 453

Bangalore, 18th January *1914*.

DIARY No. 5720

1913-1914
SECTION
FILE No.
6

From RAO BAHADUR
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education in Mysore.

To
K.R. Srinivasiengar, Esq., M.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
BANGALORE.

SIR,

With reference to your letter No.G.4554/G.P.24-12-4 of the 17th December 1913 on the question of reducing the amount of printing work done at the Government Press, I have the honour to submit herewith two lists numbered I and II showing the items of printing work that are now being executed at the Government Press with and without Government sanction respectively, and to state that it is quite necessary that all the items of work should be continued to be printed at the Press. If, however, Government are of opinion that the number of items in list II should be cut down, it will be necessary to sanction extra funds to enable the Department to get them printed at private presses, the present budget allotments being quite inadequate to be spared for the purpose of printing - - charges.

I have the honour to be,

Sir,

Your most obedient servant,

M. Shama Rao

Inspector General.

TIR.

LIST NO. I

Items of Educational work printed at the Government Press with the previous sanction of Government.

(1) Notifications regarding Engineering, Medical and other Technical Scholarships.

(2) Catalogue of Exhibits in the Educational Museum

(3) Lists of Official publications in stock at the Central Book Depot.

(4) Forms and Registers of the Secondary School Leaving Certificate examination scheme.

(5) Annual Departmental Report.

(6) Schedules of Establishments of the Departmental Institutions and offices.

(7) Educational Rules, Codes &c

Inspector General of Education.

TNR.

Items of Educational work printed at the Government Press without the previous sanction of Government.

1. Departmental Books and Special Reports.
2. " Circulars
3. " docket and letter forms (Annual)
4. " Notification regarding.-
   (a) Appointments (occasional)
   (b) Appointments of Village School Committees.
   (c) Recommending text and prize books
   (d) Other Notifications such as Failure and Pass Lists &c. of Local Examinations, Secondary School Leaving Certificate Examinations, Normal School and Engineering School Courses.
5. Catalogues of books in the Educational Library, Oriental Library, and Government Book Depot.
6. List of books added to the Educational Library.
7. Office Calendar (Annual)
8. Attendance and Admission Registers of Schools and Visitors' Books (for School use)
9. Registers for use in the Inspector General's office (occasional)
10. Forms and Registers of the Civil Service and Local Examinations.
11. Question papers of the Secondary School Leaving Certificate Examination and Local Examinations, and of class examinations of certain Educational Institutions.
12. Annual Report and Proceedings of the Text Book Committee (Annual)
13.

13. Curricula of studies.

14. Registers, Forms and Account books of Industrial Schools &c.

15. School Time Tables, Prospectus of the Engineering School. Maharani's College &c.

16. Programme, Circulars &c. in connection with Educational Exhibition &c., vacation classes &c., if any.

17. Departmental forms Registers &c., including those of the several offices of the Department (annually indented for

18. Oriental Library Publications.

19. Other miscellaneous items.

Yours faithfully,

Inspector General of Education.

TNR.

20

G. R. S. 26]

GP File No. 24/13-14

Serial No. 7

Diary No. of letter replied to 5720

No. G. 10,010
E-3

General and Revenue Secretariat

( )

, the 191

To

Ctt Yates Esq.

Supdt., Govt Cers.,

Bangalore

Date of issue 8. 6 14

Signed by M T Rao

Sir,

I am directed to forward herewith, for favor of your remarks as regards the suitability or otherwise, 3 drafts — two orders and one circular — in connection with the question of reduction of work in the Govt Cers now under consideration

To be kindly returned with the reply.

over.

SUBJECT.

of Govt. Govt will be glad
if any further measures
that may appear therefrom
desirable in this connection,
are also asked for this
department's consideration
An early reply is requested.

I have &c

H. Gibbs

for Secretary.

I will be glad to receive
any further suggestions that
you may have to make
on the matter

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-18

DIARY No. 907

1913-1314 GPB—S00—26-2-14

SECTION G.P.

FILE No. 24-12-7

No. 1703
Ene 3 files

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,
Dated, Bangalore, 17th June, 1914.

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

TO

D. M. NARASINGA RAO, Esq., B.A., B.L.,
Secretary to the Govt. of H. H. The Maharaja of Mysore,
General & Revenue Departments.

SIR,

I have the honour to acknowledge your letter No. G.10,010/ G.P.24-12-7/E 3, dated 8th June, 1914, with reference to the question of reduction of work in the Govt. Press, &c.

In reply I enclose the three drafts which were enclosed.

As regards Drafts A and C, I have attached slips to these where I have thought any comment necessary.

As to Draft B, the principle suggested of treating the Press as a commercial or quasi-commercial concern, was introduced to some extent from last July. As soon as possible after the end of the financial year, a report on the result will be submitted.

I have the honour to be,
Sir,
Your most obedient servant,

C. H. Yates

Superintendent.

C.H.Y.

Proceedings of the Government of H.H. the Maharaja of Mysore.

Read:-

Government Proceedings No.G.4611-59/G.M. 105-10-4 dated 8th February 1911, directing Heads of Departments and Deputy Commissioners to draw up their indents for articles of stationery according to their actual requirements and to enforce all possible economy in their use.

Order thereon No. G. 13957-14008 F.P 24-12-9

Dated Bangalore, 11th ~~August~~ 1916.

The Superintendent of Stationery brings to notice that indents for stationery and printed forms are not drawn up in strict conformity with the requirements of the offices for which they are intended and that a great saving may be effected if such indents are properly prepared and examined before transmission to him as required in Rule 24 of the Stationery Rules published with Govt. order No.6011-60/ dated 27th May 1904.

2. Government in inviting the attention of the Heads of Departments and other officers concerned to the above rule and to the strict enforcement ~~of~~ particularly of the provisions of Arts.42 to 45 and 58 of the rules issued in this behalf, desire to lay down the following additional specific instructions for their guidance.

24

(i) The forms with the Stock and Issue Register shall be in the personal custody of the Head clerk(or manager or taluk or district sheristedar) of the offices concerned under lock and key who will be required to make a certificate as to the correctness of the stock on hand and the issue at the time of the despatch of the indent, but this will not absolve the head of the office from his responsibility in the matter.

(ii) It will be incumbent on the Head of the office as regards his own office or of the Inspecting officer as regards the offices he inspects, either by himself or by a Gazetted Assistant, to personally verify the stock at least once a year in the course of periodical inspection of the offices.

(~~iii~~) The annual indent should be prepared not only to the sanctioned scale of annual supplies, but also to actual consumption and stock on hand.

3. The attention of the Superintendent will be invited to Rules 41 and 66 of the Stationery Rules now in force according to which he may at any time call ~~upon~~ for the Receipt and Issue Registers in any office for examination or verification of indents and bring to the notice of Government any serious neglect or breach of the Rules.

4. The question of reduction and standardisation

25

standardization of forms is engaging the consideration of Government and separate orders will issue thereon in due course.

Secretary to Government.

To

15/8/14

The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government ~~Press~~ Stationery.

M.L.

S. O.

Indents for Stationery Articles.

No. G. 13957-14008—G. P. 24-12-9, DATED 11TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Proceedings No. G. 4611-59—G. M. 105-10-4, dated 8th February 1911, directing Heads of Departments and Deputy Commissioners to draw up their indents for articles of stationery according to their actual requirements and to enforce all possible economy in their use.

Order No. G. 13957-14008—G. P. 24-12-9, dated 11th June 1915.

The Superintendent of Stationery brings to notice that indents for stationery and printed forms are not drawn up in strict conformity with the requirements of the offices for which they are intended and that a great saving may be effected if such indents are properly prepared and examined before transmission to him as required in Rule 24 of the Stationery Rules published with Government Order No. 6011-60, dated 27th May 1904.

2. Government, in inviting the attention of the Heads of Departments and other officers concerned to the above rule and to the strict enforcement particularly of the provisions of Articles 42 to 45 and 58 of the rules issued in this behalf, desire to lay down the following additional specific instructions for their guidance:—

(i) The forms with the stock and issue register shall be in the personal custody of the Head Clerk (or Manager or Taluk or District Sheristedar) of the offices concerned under lock and key who will be required to make a certificate as to the correctness of the stock on hand and the issue at the time of the despatch of the indent, but this will not absolve the head of the office from his responsibility in the matter.

(ii) The annual indent should be prepared having regard not only to the sanctioned scale of annual supplies, but also to actual consumption and stock on hand.

3. The attention of the Superintendent will be invited to Rules 41 and 66 of the Stationery Rules now in force according to which he may at any time call for the receipt and issue registers in any office for examination or verification of indents and bring to the notice of Government any serious neglect or breach of the Rules.

4. The question of reduction and standardisation of forms is engaging the consideration of Government and separate orders will issue thereon in due course.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 13957-14008—G. P. 24-12-9, dated 11th June 1915

Indents for Stationery Articles.

Issuing specific instructions regarding the —.

GPB—21-6-15—150

C I R C U L A R No. G. 14009-57
ff 24-12-10
of 11. 6. 15

To

The Secretaries to Government and the
Heads of Departments

Draft
B

In view of the rapid increase in the printing work required to be done in the Government Press by the several departments it has been suggested that the Press may be treated as a commercial or quasi commercial concern and ~~that Press may be~~ allowed to charge for all work done therein. Under this suggestion, each Department will be allotted a certain amount for printing charges based on the average for the last three or four years and if any Department gets any printing work done at the Press the cost of it will be credited to the Press by means of book adjustment. This arrangement is expected to have two important advantages, viz,

(a) It will clearly show whether the expenditure on the Press is commensurate with the income realised by it or in other words, whether the Press is self-supporting or not.

(b) It will have the effect of checking the rapid increase in the printing work done in the Press.

The Superintendent of the Government Press, the Comptroller to Government, Other Heads of Departments and Secretaries to Government in the several Departments are

requested to favour Government with their opinion on the ~~above~~ suggestion at a very early date.

The Superintendent, Government Press, is requested to make out a table of rates for different classes of work beforehand, so as to enable other Departments to estimate the cost of their work to be provided for in their budgets.

By Order,

13/8/14

Secretary to Government. 12/4

29

Printing Work done at the Government Press.

No. G. 14009-51—G. P. 24-12-10, dated 11th June 1915.

CIRCULAR.

To

The Secretaries to Government and the Heads of Departments.

In view of the rapid increase in the printing work required to be done in the Government Press by the several departments, it has been suggested that the Press may be treated as a commercial or quasi commercial concern and allowed to charge for all work done therein. Under this suggestion, each department will be allotted a certain amount for printing charges based on the average for the last three or four years and if any department gets any printing work done at the Press the cost of it will be credited to the Press by means of book adjustments. This arrangement is expected to have two important advantages, *viz*:—

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The Superintendent of the Government Press, the Comptroller to Government, other Heads of Departments and Secretaries to Government in the several Departments are requested to favour Government with their opinion on this suggestion at a very early date.

The Superintendent, Government Press, is requested to make out a table of rates for different classes of work beforehand, so as to enable other departments to estimate the cost of their work to be provided for in their budgets.

By Order,
D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

CIRCULAR

G.O. No. G.14009-51—G. P. 24-12-10, dated 11th June 1915

Re-6 [illegible]

[illegible]

Proceedings of the Government of His Highness the Maharaja of Mysore.

Order No. G. 13906-56/F.826-12-11

Dated Bangalore, 11. 6. 1915.

The Superintendent of the Government Press has brought to the notice of Government that printing work has considerably increased of late, in the Press, and shows signs of further increase and has accordingly suggested certain measures for reducing the same. Government observe that this increase is, as stated by the Superintendent, due partly to work received from new departments such as the Legislative Council, the Economic Conference, the Agricultural Department, and the Departments of Industries and Commerce, and the expansion of work in the existing Departments and also, to a certain extent, to the fact that the Government Press is resorted to more largely than before by the various Departments of Government. While the increase on this account is legitimate and must be provided for, Government consider that some restriction regarding the work that can be printed at the Government Press is desirable and necessary in order to keep the expenditure on printing within reasonable bounds. With this end in view, the Government are pleased to prescribe the following instructions in modification of the orders of Government passed from time to time for regulating the printing of matter sent to the Press free of cost:-

[illegible]
4/6.

31

Para 4 of G.O. No. B.D/ dated 31-3-1886
No. G 2849-78/G.P.16-04 dated 21-11-1904.

(I) The Government Press will, as heretofore, be under the administrative control of the General and Revenue Secretary and all new matter intended for printing should receive the previous sanction of Government in the General Department.

(II) The following may as heretofore be printed without the previous sanction of Government:-

(i) Government work.

All Proceedings of Government in the several Departments including the weekly and monthly Proceedings, the Proceedings and other work in connection with the Representative Assembly, Regulations and Rules issued thereunder, Bills and other matter required to be printed in connection with the Legislative Council, the Government Calendar, Budgets (Civil and Public Works), Budget Notes and Annual Departmental Reports and Reviews thereon and other official publications issued by Government in the several Departments.

including Notes Speeches &c of Members of Govt

(ii) Departmental work.

(a) Chief Court. Records of criminal appeals in murder cases, circulars and inspection notes, law reports.

(b) Comptroller's Office. The Civil List History of services of Gazetted Officers, History of services of Amildars and Deputy Amildars, Revenue Statistics, Resource Estimates and other items of work as are now

being executed for the Comptroller under the authority of Government order No.4910-16/G.P. 16-04-5 dated 22nd February 1905.

(c) Education Department.

Departmental books and special reports, lists of official publications, departmental circulars and notifications of appointments, &c., catalogues of books in the several institutions under the Department, reports and proceedings of the Text Book Committee, curricula of studies and school time tables.

(d) Geological and Agricultural Departments and Economic Conference and Co-operative Societies.

In the case (1) of the Geological and the Agricultural Departments and (2) of the Economic Conference and the Co-operative Societies, rules, orders, notices and publications of a similar character, not likely to exceed 2 or 3 pages of printed matter, may be printed at the Government Press without the previous sanction of Government in the General Department, on the authority of the Heads of the Departments or the Secretary concerned. But the printing of all books, pamphlets and other publications should be sanctioned by Government in the General Department, even though they may form accompaniments to Government orders.

(e) Miscellaneous.

Publications of the Archaeological Department and the Government Oriental Library, annual prospectuses of the Dasara Industrial and Agricultural Exhibition, question papers and other work relating to Public and Departmental examinations, items of confidential work, work connected

with the Ethnographic survey Investigation (Government Order No.16491-500/Mis.2589 dated 22nd May 1903), gradation and distribution lists and schedules of establishments of all departments and all departmental forms which have been prescribed or sanctioned by Government.

III. All other work except the items mentioned above may be printed only with the sanction of Government in the General Department.

IV. In the case of departmental works and Economic Conference publications, etc., not mentioned above, which are particularly of a bulky nature, the Superintendent shall be consulted in the first instance by the departmental office concerned before addressing Government and, if he says that the work cannot be done within a reasonable time, it may be entrusted to a private press.

V. No private work should be undertaken in the Government Press without the special sanction of Government. (Para 4 of Government Order No.G.3267-304/G.M. 153-03-04 dated 14th December 1904).

VI. In cases of doubt as to whether specific sanction of Government is necessary or not, the Superintendent, Government Press, should request the officer sending the matter to the press to obtain the sanction of Government.

2. Secretaries to Government in the

several departments, Heads of Departments and other officers concerned are requested to pay particular attention to these rules and to see that printing work is reduced to the necessary minimum. It is further requested that, as directed in Government order No. G.5755-94/G.P.19-09-4 dated 4th May 1910, the manuscript copy of all matter sent for print may be prepared with sufficient care so as to avoid making the bulk of corrections in proof and that proofs are promptly revised and returned to Press without any avoidable delay.

3. The Superintendent will draw up and maintain printed lists of all regular work to be done in the Press for each department in pursuance of the general principles laid down above. Copies of the printed list should be sent to the department and the Secretariat concerned for record. Any work in excess of that contained in the printed list should be left to the discretion of Government in the General Department to sanction.

4. The Superintendent will also prepare an estimate of the strength and cost of the establishment required for carrying out efficiently the obligatory work referred to above. For all other work which is not regular, an account should be maintained and the work charged for. The departments concerned should make arrangements to provide the requisite funds in their respective Budgets,

for carrying out the work of printing all publications of a special character.

Secretary to Government.

To

The Secretaries to Government in the several Departments.

The Superintendent, Government Press.

The Comptroller, Mysore Government.

The other Heads of Departments.

The Deputy Commissioners of Districts.

G.R.S. 13] 36

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please state the
No. of copies required
of each draft
which
5/6 These three drafts
are for issue. These being
important ones orders are
solicited if they may be
printed. In that case
only a few copies alone
will be required of this type. Other
wise some 50 copies of each
one will have to be
typed. Submitted. Thereafter
BR 5/6/29 as stated. - be printed
DR 5/6/29

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

). No. G. 13906-56- G.P. 24-12-11, dated 11th June 1915

No. G. 13906-56—G. P. 24-12-11, DATED 11TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 13906-56—G. P. 24-12-11, dated 11th June 1915.

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(I) The Government Press will, as heretofore, be under the administrative control of the General and Revenue Secretary and all new matter intended for printing should receive the previous sanction of Government in the General Department.

Para 4 of G. O. No. B., dated 31st March 1886; No. G. 2849-78—G. P. 16-04, dated 21st November 1904.

(II) The following may as heretofore be printed without the previous sanction of Government:—

(i) GOVERNMENT WORK.

All Proceedings of Government in the several departments including the weekly and monthly Proceedings, the Proceedings and other work in connection with the Representative Assembly, Regulations and Rules issued thereunder, bills and other matter required to be printed in connection with the Legislative Council, the Government Calendar, Budgets (Civil and Public Works), Budget Notes and Annual Departmental Reports and Reviews thereon and other official publications including notes, speeches, etc., of Members of Government, issued by Government in the several departments.

(ii) DEPARTMENTAL WORK.

(*a*) *Chief Court.*—Records of criminal appeals in murder cases, circulars inspection notes and law reports.

(*b*) *Comptroller's Office.*—The Civil List, History of services of Gazetted Officers, History of services of Amildars and Deputy Amildars, Revenue Statistics, Resource estimates and other items of work as are now being executed for the Comptroller under the authority of Government Order No. 4910-16—G. P. 16-04-5, dated 22nd February 1905.

(*c*) *Education Department.*—Departmental books and special reports, lists of official publications, departmental circulars and notifications of appointments, etc., catalogues of books in the several institutions under the department, reports and proceedings of the Text-book Committee, curricula of studies and school time tables.

No. G. 13906-56—G. P. 24-12-11, DATED 11TH JUNE 1915.

(*d*) *Geological and Agricultural Departments and Economic Conference and Co-operative Societies.*—In the case (1) of the Geological and the Agricultural Departments and (2) of the Economic Conference and the Co-operative Societies, rules, orders, notices and publications of a similar character, not likely to exceed 2 or 3 pages of printed matter, may be printed at the Government Press without the previous sanction of Government in the General Department, on the authority of the Heads of the Departments or the Secretary concerned. But the printing of all books, pamphlets and other publications should be sanctioned by Government in the General Department, even though they may form accompaniments to Government orders.

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III. All other work, except the items mentioned above, may be printed only with the sanction of Government in the General Department.

IV. In the case of departmental works and Economic Conference publications, etc., not mentioned above, which are particularly of a bulky nature, the Superintendent shall be consulted in the first instance by the Departmental Officer concerned before addressing Government and, if he says that the work cannot be done within a reasonable time, it may be entrusted to a private press.

V. No private work should be undertaken in the Government Press without the special sanction of Government. (Para 4 of Government Order No. G. 3267-304—G. M. 153-03-04, dated 14th December 1904.)

VI. In cases of doubt as to whether specific sanction of Government is necessary or not, the Superintendent, Government Press, should request the officer sending the matter to the Press to obtain the sanction of Government.

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D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Secretaries to Government in the several Departments.
The Superintendent, Government Press.
The Comptroller, Mysore Government.
The other Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. R.

Statement showing additional printing work (other than routine) executed for the several Departments during the year 1912-13

No.	Dept. for which work was done.	Description of work done.	No. of pages	No. of Copies	Authority for undertaking the work	Remarks
1	Dewans' Office	Programme of Tour of H.H. the Maharaja of Mysore, &c. &c.		75 Copies		
		3878-72 & 13-1-13 / 203-12-4 Two Kinds				
2	Secretary to Govt: Govt. & Res: Depts	Subject of Indian Pilgrims in the Hedjaz etc	10 pages	150 Copies		
		Papers regarding Hagarth Concession	136 pages	41 Copies		

- Do -	Land Rev Code	93 pages	3 Copies	
- Do	Certificate of Identity for Students proceeding to foreign Countries for purposes of Study		100 Copies	G 2207 G. 2479-12-19
- Do -	Rules relating to the Conduct of business at the meetings of the Municipal Councils Kannada.		800 Copies	M. L. 1491 G 19-12-12.
	- do - English		400 Copies	

Secretary to Govt Govt & Rev: Depts.	Working Plan Report of the Kalakkadu & Tiger Reserve Sanctuary State Forests, Kalakkadu Range Kadaiyam District	200 Copies	R 184 J. J. 192-11-2 dt 11-7-12.
Do	Working Plan Report of the Thanjavur State Forests together with its appendices	200 Copies	R 906 H-24-12 dt 16-8-12
Do	Selections from the Records of the Nilgiris Government	25 Copies	R 3573

No. 5 of 1898. re

Papers relating to the abolition of minor Inams in alienated villages and the levy of Enchalars in lieu thereof

Consolidated Annual Index to the Proceedings of Govt: Gen: & Rev: Sett for 1905-06.

50 bdls G. R. 4-10.

3.	Comptroller	Islands Treasury Manual, Kansas	212 pages	500 Cy
	= Do	Illinois Treasury Manual	180 pages	185 Cy
	- Do -	Appendix to do - Vol II	182 pages	375 Cy
	Do	New Municipal Account Manual	290 pages	91 Cy
	- Do	Agenda - do -	18 pages	50 Cy
	- - Do -	Secure Register of	4 pages	3 Cy
		Rv. Ex. of Kansas Bridge Bond Ry. Debenture Loan Report on the audit of the account of the Secretary		30 Cy

Cont'd.

Accounts of the Attorney General - City of Municipalities for the year 1901	
Statement of receipts & Expenditure of the Govt of Allyore for the years 1881-82 & 1893	600 copies
Office Manual of the Comptroller Part IV - Work & Accounts Depts	2000 copies
	25

Compiling	Proceedings and		
	Recommendations of		
	the conference etc		
	printed by Govt.		
	to consider the draft		
	Annual Accounts		
	in G. O No. 25-12-24		
	Genl. 411-06-10		
	of 16th Sept 1912		
	Nominal Re-	300 pp	24 Lots
	gisters of Savings		
	Bank Depositors		
	Form II		
	Chronological		200 Lots
	List of the heads		

	Administration of Myore Law 25 of March 1881.		
52.	Consolidated Office Manual Part II	56 pp.	198
53.	Lunacy Act and Appendices to the Myore Lunacy Manual I	180 pp.	63
	A Short note on H on Myore	17 pp.	30
Chief Secretary	Design of Stationary Press.		200

Chief Engineer	Note books for recording references to check measurements in permanent Bench		100 books
Do.	Abstract Measurements Scheme re Canning Reservoir Project	150 ft	5.0
Secretary to Govt for Railways	Report on Kolar Bowringpet Railway Project for constructing the Line.	10 ft	160
Do	Bowringpet - Kolar Rly. Detailed estimate of costs for		75 copies

	Construction Ste Line			
5				
D-o	Correspondence relating to the provision of additional rolling stock on the Mysore-Harihar Line.	23pp	25 Letters	
- Do -	Electrification, Chital-drug Rpt. Report &c.	10pp	179	
Secretariat Govt P. W. Dept.	Laterite Reservoir Project in Mysore P.W. Dept Russell Edition.		106 Letters	

	Secretary to Govt P. W. Dept	Abstract Revenue Receipts Scheme Sketch papers from the Corresp. pendency with the Govt. of Madras	5 to Govt	
7	Revenue Commr.	Weekly returns of the Scheme to improve the growth of fuel and village Forest Lands.	4000 Copies	
8	Sanitary Commr	Certificates to be issued to the Students who may be	60 Copies	37-5-3 Sanc 40-12- By 5-11-12

		Passed the Sanitary Inspectors' Examination.			
9	Conservator of Forests	Standing orders of the Conservators of Forests in Mysore for the Recruitment of Forest Guards.			300 Copies
	- Do -	James A. Stephenson. Recruitment of Forest Guards.			1500 Copies
10	Excise Comm	The Mysore Excise Manual Vol I.		181 Pages	4/6

11	Chief Commandant	Medical History		1000 Leaves
		Current Stock Book		6 books
12	Inspector General of Education	Secondary School Leaving certificate	12 Sheets	1000 books
		Scheme. Teachers Register		
	Do	Do Monthly & Terminal Register	16 Sheets	150 books
	Do	Do Do Do	8 sheets	150 books
	Do	Do Attendance Register	12 sheets	150 books
	Do	Do Do Do	6 Sheets	150 books
	Do	Do Teachers Register	6 Sheets	1000 books
	Do	Secondary School Leaving certificate		2974 Leaves

	-ance chain with the Secondary School Leaving certificate Scheme.		
- Do -	Prospectus of the Maharaja's College, Mysore.	25-0	
- Do -	Certificate of Identity for students proceeding to foreign Countries for purpose of study	10-0 expires	₹ 27-07-- ₹ 24.7.9-12-19 ₹ 12-10-12

Inspector General of Education.	Mysore Laundry School Leaving certificate Public Examinations Memorandum	50/-	100 Copies
Do	Minutes Rejected of the Students of the Mysore Public Secondary School Leaving certificate Examination Memorandum		2 Copies
- Do -	Memorandum of Educational Expenditure in the Mysore and		100 Copies

		Travancore Sta for 1911–12.		
5	Do	Syllabuses for the Mysore Secondary School Leaving certificate Scheme		50 Copies
	Do	- Do - Do -	20/2	1994
	Do	The Mysore Educational Library Labels		1000 Copies
	Do	List of books newly added to the Mysore Educational Library in March 1913.		150 Copies

Inspector General of Ecclesiastical	Forms of application for admission into the Mechanical Engineering School, Rangoon.	5 0 0	
Deputy Commissioners of Districts	Certificates proposed to be issued to the patels in recognition of their services during the outbreak of cholera		4 0 16 0 1=10 Secy 15-12-7 dt 19-8-12.
	Notification regarding the reward of Rs. 100,000,		4 7 30 G.M. 236-12-5 dated 12-2-13

offered by the Govt. of India in connection with the Bombay outbreak at Delhi. Form of certificate granted to Public Servants employed during the year.	5 v copies	7000-9 Emy 176-08 & 24-6-12	

Deputy Commissioner	Forms of mortgage bond for Car and Motor motor cycle advance (To all the Dy Commrs)			F.L 6191 G.F. 16-12-9 & 29-4-13
Dy: Commissioner Nyeri.	Notices forms in Connection with the Lands required for the new Commercial Reserve near Kamwangombi		15000 Copies	
Director of Agriculture	Agricultural Bulletin, Kenya		2000 bks	
- Do -	Leave memo books of Forms		5 books	

	Requisitions applications		5 sheets
	for leave		
	Book showing	20 pp	1500 bks
	Implements & Machinery		
Executive Engineer City Improvement Division, Mysore	General Report on the Sewerage system proposed for the Mysore city.		250 bks
Mycologist and Entomologist — Secretary, Mysore Economic Conference, Agricultural Committee	Kole-Roga Kannada Bulletin	17 pp	1000 bks
	Statement showing Village and Municipal waste lands available for		1500 bks

	Extension in the Chilakalurg District.		
Secretary, Mysore Economic Conference Agricultural Committee	Proceedings of the 12th meeting of Kan.	7/6	300
Do	Proceedings of the 13th annual meeting Kan.		200
Do	Proceedings of the 14th annual meeting English		300
Do	Proceedings of the 11th meeting Kan.	6/6	300
Do	Proceedings of the 15th meeting Eng.	4/6	300

Officer in charge of Ethnographical Survey	Banajara Caste	44/-	500 Copies
	Helavas	9/-	497 Copies
	Saivas		500 Copies
	Hardi Jogis		500 Copies
	Gurupadi Kavi Vokkal	12/-	500 Copies
President, Dasara Exhibition, Mysore	Medal Cards		
	Lectures on Health, Kannada	19/-	250 Copies
	Lectures on Cleanliness	1/-	250 Copies
	Lectures on Agriculture		250 Copies
	Small pox and vaccination for its prevention		

President Darbar	Lecture on Pure		250 Bks
Exhibition, Mysore	drinking water		
	Exhibition Catalogue	2367	740
	" Tickets		18748
	" Continuation		5000 Cf
	Sheets		
	Exhibition awards		750 Copies
	Certificates		
	Address Labels		600
	(2 Kinds)		
	Address Covers		2500
	~~Exhibition Circulars~~		
	Prize cards (4 kinds)		880
	Exhibition Forms 15		500
	- Do - Service Post cards		250

		- Do - Consignment receipts		300.
22	Received from Co-operative Societies	By Cash from Co-operative Bank	6/11	5000.
—	—	— do —	6/11	1000.
—	—	— do —	7/11	2,000.
		Invitation forms to be issued to the delegates and other Gentlemen attending the second Co-operative Conference to be held in Mysore Lodge Hall.		

Registrar of	Invitation card	4 50
Co-operative societies	" Cover	4 50
Bangalore	Ticket of admission for visitors from Societies	3 50
	Ticket of admission for delegates	2 50
	Memorandum on the working of the Co-operative Societies in Mysore for the year 1911-12.	
	Pamphlet on Co-operation	100 Nos
	Co operative movement	10 0

Principal Maharaja's College, Mysore.	Application for admission to the Maharaja's College Mysore	1000 Copies
President College Municipality, Mysore.	Merit Card	100
" "	Ticket	250
" "	Exhibition "	700
" "	Complimentary "	100
" "	Invitation Cards	25
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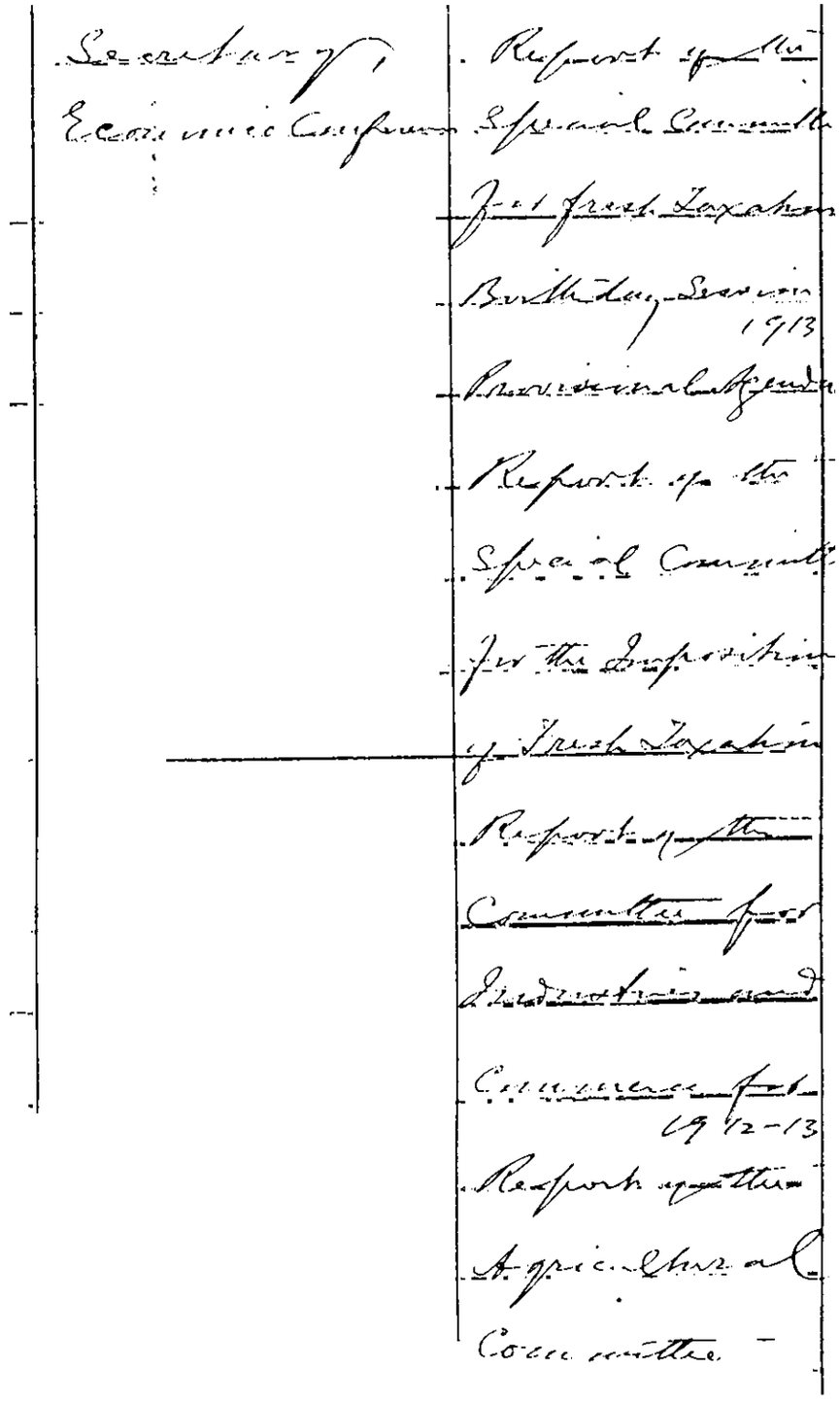
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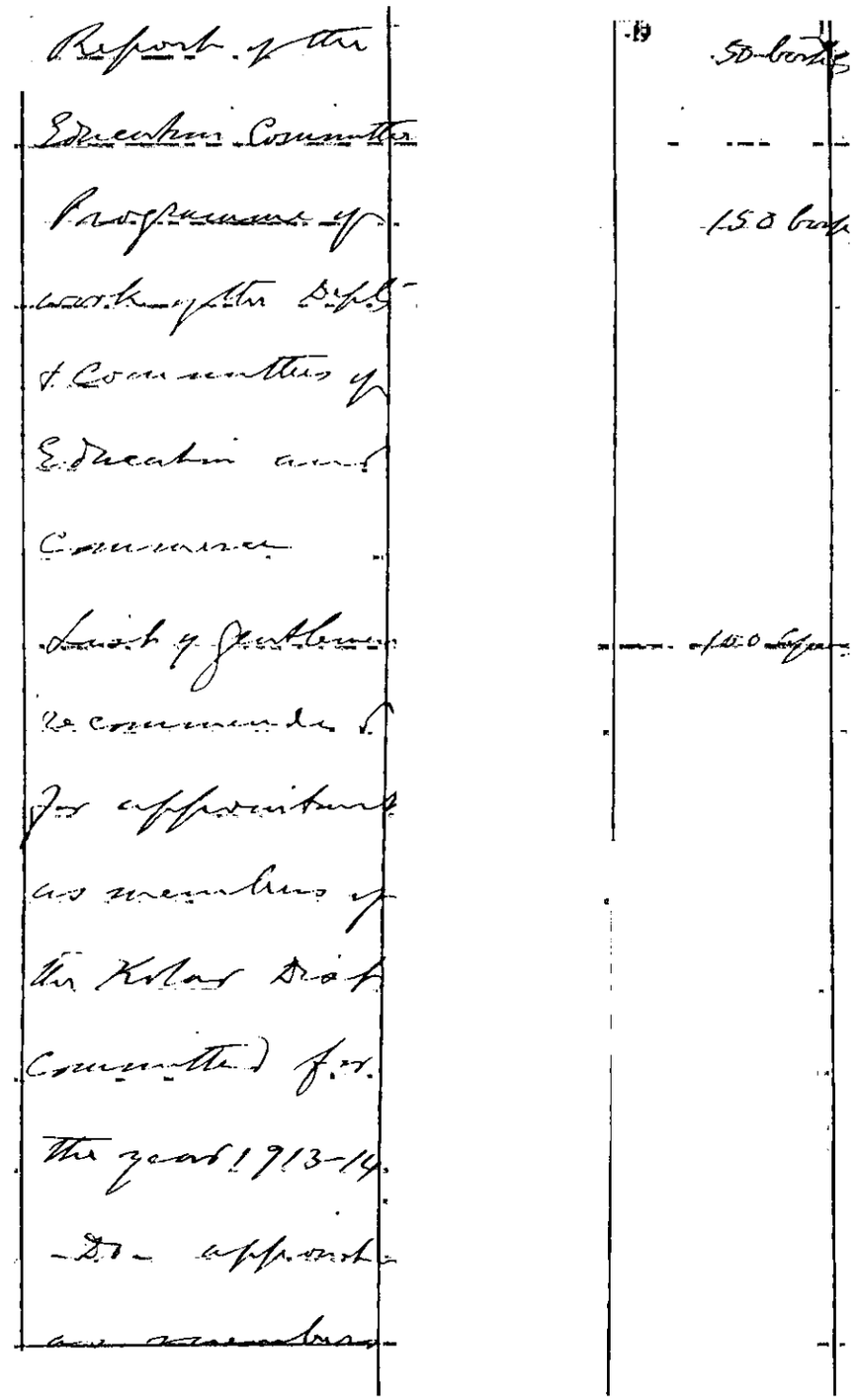
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